



<https://website.crosq.org/job/accounting-assistant-temp-11th-edf-epa-tbt-programme/>

## Accounting Assistant (Temp) – 11th EDF EPA TBT Programme

**Hiring organization**  
CROSQ

**Employment Type**  
Temporary

**Date posted**  
June 21, 2023

**Valid through**  
28.06.2023

### Introduction

Technical Barriers to Trade (TBT) is one component of the 11th European Development Fund (EDF) Economic Partnership Agreement (EPA) Programme entitled, “Support to CARIFORUM States in Furthering the Implementation of their Economic Partnership Agreement Commitments and in Meaningfully Reaping the Benefits of the Agreement”.

The overall objective of the 11th EDF EPA Programme is to contribute to the integration of the CARIFORUM into the world economy. The Programme’s specific objective is to facilitate the effective operation of the EPA. In line with these programme objectives, the overall objective of the TBT component is to “increase the use of internationally recognised Regional Quality Infrastructure (RQI) by the regional and national quality institutions and by the private sector.”

By utilising the available RQI the expected result is that stakeholders in key economic sectors will have been supported to solve their quality related challenges thereby improving intra and extra-regional trade of CARIFORUM goods. It is also expected that the region’s access to international markets will be increased thereby increasing the international competitiveness and sustainable production of goods and services within CARIFORUM States.

Under the 11th EDF Programme, a dedicated Project Implementation Unit (PIU) will be established which will coordinate and administer the implementation of the TBT component of the Programme. Under the programme, funding to support the hiring of a temporary **Accounting Assistant (AA)** at CARICOM Regional Organisation for Standards and Quality (CROSQ) has been allocated for a contract period July 17, 2023 – October 13, 2023, with duty station at the CROSQ Secretariat, Barbados.

### General Functions

The Accounts Assistant will be responsible for providing support to the Finance Manager in managing fiscal and accounting aspects of the Project and the CROSQ organization ensuring that expenditures are in keeping with established policies, procedures and guidelines.

The Accounts Assistant will assist in ensuring efficient and accurate accounting practices, the timeliness and integrity of financial reports, and as well as efficiency in the use of resources. The incumbent is therefore expected to assist in formulating and monitoring the performance of the CROSQ and Project budgets as per budget allocations, assist with cash management, ensure that financial documentation is properly maintained to support consistent and accurate reporting and adherence to financial regulations, funding agency’s Guidelines and CROSQ’s fiscal policies and procedures and financial performance.

### Specific Functions

1. Managing the financial components of CROSQ and Projects to include facilitating project and other disbursements and maintaining financial records (computerized and otherwise) in collaboration with the Finance Manager.
2. Reviewing, analyzing and verifying project and operational budgets, ensuring balances of revenues, expenses and transfers and preparing integrated budget for submission as required.
3. Coordinating and checking the accuracy of data inputs and supporting documentation for CROSQ and Project transactions to be uploaded in the accounting system.
4. Facilitating the reimbursements of expenses incurred by CROSQ and the Projects.
5. Reconciling all funds and accounts in collaboration with the Finance Manager.
6. Maintaining an up-to-date record of all Projects funds received.
7. Liaising with the Finance Manager and other organizational personnel and providing responses to queries on financial matters.
8. Consulting with Project officers on Project implementation schedules and as necessary, following- up with Project personnel to ensure that contract deadlines are adhered to.
9. Participating in meetings with the Project team to review commitments and liabilities and other Project financing needs and where required, taking Minutes and ensuring their distribution to appropriate staff members for follow-up action.
10. Ensuring that the financial documents pertaining to the assigned Project are properly maintained and stored in accordance with established procedures.
11. Participating in the organization's Finance and Administration procedural review meetings as required.
12. Working with the Finance Manager to ensure full integration of Project accounts into the organization's overall accounting records.
13. Performing such other reasonable duties as may be assigned by the Finance Manager.

## **Minimum Qualifications and Requirements**

### **Education**

- First degree in accounting (or equivalent) OR A combination of Advanced level training in accounts

### **Experience**

- Three (3) years' experience in accounting
- Experienced and demonstrated use of QuickBooks or similar accounting software
- Preferably three (3) years' experience in accounting for a not-for-profit institution
- Experience in Project Funding will be an asset
- Experience in Project Administration will be an asset

### **Key Competencies**

- Ability to efficiently utilize accounting, word-processing, database management, spreadsheet software programs
- Ability to prepare and interpret financial documentation and reports
- Report writing, Data Acquisition and Analysis skills
- Excellent inter-personal skills
- Ability to develop financial plans and manage resources

- Knowledge of EU (or other development agency) financial procedures

**Reporting Relationship:** Finance Manager

**Contacts**

To apply, please email your Application letter and CV or Resume  
***[crosq.caricom@crosq.org](mailto:crosq.caricom@crosq.org)***

For the attention of Heather Wilson, using the caption **ACCOUNTING ASSISTANT**

Closing date for applications is **June 28, 2023**