



CARICOM REGIONAL ORGANISATION FOR STANDARDS AND QUALITY (CROSQ)

TERMS OF REFERENCE

ACCOUNTING ASSISTANT

Introduction

The CARICOM Regional Organisation for Standards and Quality (CROSQ) was established in 2002 by a Caribbean Community (CARICOM) treaty as an Intergovernmental Organisation. CROSQ's main objectives are the development and harmonisation of standards, metrology, mutual recognition of accreditation and certification systems and facilitation of the achievement of international competitiveness of regional goods and services produced and provided in the Community. Since the inception of CROSQ, the focus has shifted over the years from regional standards development and standards harmonization throughout the region to the development of the basic regional quality infrastructure architecture and equivalence.

General Functions

The Accounts Assistant will be responsible for providing support to the Finance Manager in managing fiscal and accounting aspects of the CROSQ organization and projects 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.

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).
2. Reviewing, analyzing and verifying budgets, ensuring accuracy and preparing the integrated budget for approval as required.
3. Developing project cash flow forecasts and other management reports on a semi-annual and annual basis for internal and external purposes.
4. Developing and monitoring semi-annual and annual budgets; reviewing and checking CROSQ and projects expenditures to ensure compliance with CROSQ and donor regulations.





5. Recording data inputs and supporting documentation for CROSOQ and project transactions into the accounting software or ledgers. This includes entering invoices, receipts, and other financial transactions; and checking the accuracy.
6. Directly handling outgoing payments for the company, ensuring that bills are paid on time, and tracking payments to vendors and suppliers.
7. Facilitating the reimbursements of expenses incurred by CROSOQ and the projects.
8. Reconciling all funds and accounts in collaboration with the Finance Manager. Ensuring that the company's financial records align with bank statements and project balances and resolving any discrepancies between the two.
9. Maintaining an up-to-date record of all project's funds received.
10. Tracking and managing amounts owed (accounts receivable) and amounts the company owes to others (accounts payable).
11. Preparing statutory obligation filings/reports for PAYE, NIS and VAT and the related disbursements.
12. Liaising with Auditors, the Finance Manager and other organizational personnel and providing responses to queries on financial matters.
13. Preparing monthly reports in collaboration with the Finance Manager relating to CROSOQ and project finances for the consideration of the Chief Executive Officer and other stakeholders.
14. Consulting with project officers on project implementation schedules and as necessary, following-up with Project personnel to ensure that contract deadlines are adhered to.
15. Participating in meetings with the project team to review commitments and liabilities and other project financing needs.
16. Ensuring that the financial documents are properly maintained and stored in accordance with established procedures.
17. Collaborating with and coordinating all financial components of projects to ensure consistent reporting and adherence to local financial regulations, international guidelines and CROSOQ fiscal policies and procedures.
18. Participating in the organization's Finance and Administration procedural review meetings as required.
19. Working with the Finance Manager to ensure full integration of project accounts into the organization's overall accounting records.
20. Assisting, by periodically operating the entity's vehicle, with executing banking/operational arrangements as directed.





21. Performing such other reasonable duties as may be assigned by the Supervisor.

Minimum Qualifications and Requirements

Education

- (a) First degree in accounting (or equivalent)
- OR
- (b) A combination of Advanced level training in accounts
- (c) Valid driver's licence

Experience

- (a) Experienced and demonstrated use of QuickBooks or similar accounting software
- (b) Experience in Project Administration will be an asset

Key Competencies

- (a) Ability to efficiently utilize accounting, word-processing, database management, spreadsheet software programs
- (b) Ability to prepare and interpret financial documentation and reports
- (c) Report writing, Data Acquisition and Analysis skills
- (d) Excellent inter-personal skills
- (e) Ability to develop financial plans and manage resources
- (f) Knowledge of EU (or other development agency) financial procedures would be an asset

Reporting Relationship: Finance Manager

Positions Supervised: None

Duty Station: *Baobab Towers, Barbados*

To apply, please email your Application letter and CV or Resume **recruitment @crosq.org**
For the attention of the Finance Manager, using the caption **Accounting Assistant - CROSO**

Closing date for applications is **February 28, 2025**

