

Caribbean Industrial Research Institute

Contract No. *CAR/IDB/EU/2022-002*

PROJECT # ATN/ME-17852-TT/GRT/ER-17966-TT

Shaping the Future of Innovation

Finance Support

Scope of Activities

At a minimum, the individual contracted to provide the services will be required to:

- Record expenses on a weekly basis using excel format to ensure record keeping is up to date.
- Prepare:
 - Monthly In-house Reports of expenditure by line items
 - Bank Reconciliation of Project Account on a monthly basis (to be done on Sage 50)
- Prepare documents to support disbursement of funds as required
- Create and Maintain project file for Audit purposes. (Maintain soft and hard copies)
- Preparation of all relevant accounting documentation:
 - Disbursement Reports
 - Expense Reports
 - End of Year Financial Report
 - Other financial reports as required by the contract between CARIRI and IDB
- Monitor foreign exchange rates for purposes of preparation of reports
- Liaise with Project Chief and project personnel as required. Day to Day reporting will be to the Section Head of CARIRI's Accounts Department.
- Follow up on Expense Reports from staff and ensure all Bills are accounted for.
- Post All Journals (on Sage 50)
- Ensure that accounting records are maintained in the formats required by the IDB and the EU
- Set up and manage project archives

Minimum Qualifications

An ACCA Level 2 or BSc Accounting or relevant qualification.

Technical Knowledge

Must be efficient in use of Microsoft Excel and Word

Competent in cash flow and income statements, balance sheets and other financial statements

Sage 50 Accounting Software

Experience

A minimum of three (3) years' experience in the accounting field.

A Minimum of two (2) years using Sage 50 Accounting Software

Experience with internationally funded projects will be an asset.

Familiarity with the reporting requirements of the IDB and the EU will be an asset.

Other

Good math and analytical skills, and detailed oriented.

Good written and oral communication skills

Organization and Time management skills.

Unsuitable applications will not be acknowledged.