

## ASSOCIATION OF CARIBBEAN STATES

### JOB DESCRIPTION FORM

<b>Job Title:</b>	<b>FINANCIAL MANAGER</b>
<b>Department:</b>	Budget and Administration
<b>Reports to:</b>	Secretary General
<b>Type of position:</b> <input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> <b>Contractor</b> <input type="checkbox"/> <b>Trainee</b>	
<b>Strategic Purpose:</b> This position contributes to the success of the organization by assisting the Secretariat in developing and implementing financial management strategies to ensure overall financial success by achieving the goals and objectives of the ACS. When necessary, the Financial Manager must represent the ACS Secretariat at meetings of the organization and at any other meetings/conferences relating to subjects of interest to the ACS.	
<b>Signing Authority:</b> <ul style="list-style-type: none"> <li>In accordance with ACS norms and regulations.</li> </ul>	
<b>Supervisory Responsibility:</b> <ul style="list-style-type: none"> <li>The Accounts Officer and Special Fund Officer.</li> </ul>	
<b>Key Accountabilities:</b> <ul style="list-style-type: none"> <li>Analyze, plan and recommend actions which must be adopted in order to achieve the Association's objectives and functions, specifically in the area of the Organization's finances.</li> <li>Design and formulate possible systems and procedures for better performance, with a view to optimizing the use of available resources.</li> <li>Provide follow-up tasks assigned to the Secretariat by the Special Committee on Budget and Administration.</li> <li>Prepare the Draft Budgets of the ACS and monitor the status of the Secretariat's income and expenditure.</li> <li>Develop and implement record keeping systems, forms, policies and procedures related to billing, processing payments and other accounts payable and receivable activities.</li> <li>Preparing monthly management accounts, tax accounts and tax returns for the organization.</li> <li>Checking all entries from Accounts Payable, Cash receipts, bank correspondence and VAT.</li> <li>Approving petty cash payments and invoices for payment.</li> <li>Managing the closing off of all monthly and annual financial reports.</li> <li>Updating and maintaining the Fixed Asset Schedule.</li> <li>Conduct reviews of the Finance Staff.</li> </ul>	

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- Keep Member States and Associate Members abreast of the status of contributions.
- Co-ordinate preparatory work and the organization of the meetings of the Special Committee on Budget and Administration. Special attention must be paid to;
  1. The preparation of Agendas; and
  2. The preparation of the Report of the Secretariat.
- Provide follow up to the work programme of the Special Committee on Budget and Administration.
- Prepare and present reports on activities conducted, within the time-frames required.
- Provide leadership and management with regard to the work of the Special Fund and coordinate preparatory work for the meeting of the Special Fund Committee.
- Provide necessary information for the Intersessional Meetings and Ministerial Council Meetings.
- Carry out any other functions outlined in the manuals and regulations issued by the Secretary General and the approved agreements.

#### Technical & Professional Competencies:

- **Fiscal Accountability** – Safeguards fiscal resources, and adheres to all internal control procedures designed to prevent and detect theft or misuse of funds. Remains alert to security breaches and reports problems. Seeks ways to improve internal controls. Responsibly allocates and accounts for the use of fiscal resources, weighing alternatives and their benefits. Monitors budget usage and ensures critical costs are covered. Seeks ways to reduce costs.
- **Data Analysis** – Ability to obtain, collate and interpret complex information to identify significant trends and linkages and draw valid conclusions.
- **Planning & Organization** – Ability to prioritize and complete multiple tasks within specified timeframes and maintain efficient systems for compiling, storing and retrieving information.
- **Staff Management** – Delegates tasks according to professional strengths and qualifications. Ensures staff acquires and maintain the skills and resources to efficiently perform.
- **Performance Management & Development** – Provides clear departmental goals, individual employee performance expectations and criteria for performance measurement. Provides on-going constructive and/or positive feedback. Motivates others through appropriate actions including reward and recognition. Addresses departmental performance issues promptly and corrects poor performance.

#### Personal Attributes:

- **Strategic Thinking** – Develop well-informed advice and strategies that are sensitive to the various needs of multiple stakeholders and Directors, reflecting the strategic direction of the department and position the organization for success.
- **Personal Credibility** – Consistently acts with sincerity and integrity that builds trust

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and respect among Directors and employees.

- **Leadership** – Ability to inspire others to excel by promoting open communication and providing coaching to develop employee confidence and competence.
- **Innovation** – Ability to think outside normal parameters and apply new approaches to continuously exceed performance expectations.
- **Self Management** – Demonstrates appropriate initiative and effectively manages time and other resources.

#### Minimum Qualifications & Experience:

- Postgraduate university qualification in Business Administration or related field.
- Bachelors Degree in Accounting or ACCA Qualified, with 5 years experience at a managerial level.
- Sound knowledge of accounting principles, controls and procedures.
- Ability to manage month and year end closing.
- Ability to prepare and review Management and Statutory accounts.
- Hands on experience with ACCPAC and PROCOST.
- Hands on experience with MS Excel and MS Word.
- Excellent verbal and written communication skills in two of the official languages of the ACS. Knowledge of a 3<sup>rd</sup> official language, at least as a working language would be considered an asset.
- Experience in an International Organization would be an asset.