



**Caribbean Community
Climate Change Centre**

"Building resilience. Securing our future."

A vacancy exists for an

Accounting Assistant

**at the Caribbean Community
Climate Change Centre.**



Accounting Assistant

TERMS OF REFERENCE

OVERVIEW

- A. Job title:** Accounting Assistant within the Financial Administration Unit at the Caribbean Community Climate Change Centre (CCCCC)
- B. Type of position:** Contract
- C. Duty Station:** CCCCC Headquarters, Belmopan, Belize
- D. Duration of appointment:** 12 months with the possibility of renewal. To start immediately.
- E. Reports to:** Financial Administrator, Financial Administration Unit
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I. BACKGROUND

The Caribbean Community Climate Change Centre (CCCCC) was established by an Agreement signed in February 2002, but it was officially opened in August 2005. Membership is open to all Member States and Associated Member States of the Caribbean Community (CARICOM) on an optional basis. In 2013, the CCCCC was registered with the United Nations under Article 102 of the Charter of the United Nations and designated as a Centre of Excellence by the United Nations Institute for Training and Research (UNITAR). Its staff comprises a cadre of highly qualified professionals.

The CCCCC has the mandate to coordinate the Caribbean Community's (CARICOM) response to climate change as well as provide climate change-related policy advice and guidance to CARICOM Member States.

The CCCCC collaborates with multiple regional and international partners in fulfilling its mandate and has successfully implemented and executed projects funded by agencies that include multilateral entities, such as the: *Green Climate Fund (GCF)*, *European Union (EU)*, *German Development Bank (KfW)*, *Inter-American Development Bank (IADB)*, *World Bank (WB)*, *Caribbean Development Bank (CDB)*, *Global Environment Facility (GEF)* and the *United Nations Development Programme (UNDP)*. The CCCCC has also partnered bilaterally, with entities such as the United Kingdom Department for International Development (UK DFID),

United States Agency for International Development Eastern and Southern Caribbean Office (USAID ESC), and the Governments of Italy, the Hellenic Republic of Greece and Australia.

On July 09, 2015, the CCCCC was accredited as a regional implementing entity by the Board of the Green Climate Fund (GCF), a key multilateral financing mechanism to support climate action in developing countries. On April 8, 2022, the CCCCC was also accredited as a Regional Implementing Entity to the Adaptation Fund (AF). As a regional direct access entity, the CCCCC has both the mandate and the mechanisms, which includes the Regional Framework for Achieving Development Resilient to Climate Change and its Implementation Plan, to coordinate climate action in the region. Utilizing a bottom-up approach, the aim is to develop bankable projects, both national and regional, consistent with national priorities, the Revised Regional Framework, GCF's and AF's strategic results area, and investment criteria and the Sustainable Development.

II. OBJECTIVE

The main objective of this position is to support the Financial Administration Unit at the CCCCC in the execution of its fiduciary activities and duties.

More specifically, under the direct supervision of the Head of Finance, the Accounting Assistant will support the CCCCC by providing effective and transparent financial support in all relevant aspects of the CCCCC's activities.

The Accounting Assistant shall also liaise with the various Units at the CCCCC (Procurement, Project, HR and Office Administration and other staff members) as indicated by the Head of the Finance Unit.

III. DUTIES AND RESPONSIBILITIES

The Accounting Assistant will perform - in a dynamic and proactive manner - the following core tasks in close liaison with the Financial Administration Unit team:

1. Maintaining budgets in accounting system.
2. Maintaining summary of contracts and agreements.
3. Posting of all contracts.
4. Prepare expense reports as required by donors.
5. Input in the accounting system information on new and ongoing projects.
6. Verify and commit all transactions.
7. Creating expense and class codes for new projects.
8. Processing travel, budgets, and payment packages.
9. Reviewing and endorsing monthly payment files.
10. Assist in maintaining fixed asset register.
11. Assist in preparing quarterly project reports.
12. Resolving financing and budgeting problems encountered.

13. Contribute to the designing of formats for analytical financial reporting containing financial performance indicators.
14. Contribute to ensuring that funds for program implementation are released in a timely manner.
15. Ensures the management of the data file and the appropriate filing of the electronic and hard copies of the financial documents and reports as assigned by the Supervisor.
16. Assist with the financial audits as required.
17. Perform other related duties as required.

IV. REQUIRED QUALIFICATION, EXPERTISE AND COMPETENCIES

Eligible candidates should have the following **minimum qualifications, experience, and competencies**:

- a) Preferably a Bachelor's Degree in Accounting, Finance, Management, Business Administration, Business Science, or related field with at least two (2) years proven work experience in accounting.

Or

An Associate Degree in Accounting, Finance, Management, Business Administration, Business Science, or related field with at least seven (7) years proven work experience in accounting *will be considered*.

- b) At least --- years of demonstrable experience performing similar role(s).
- c) Excellent communication skills.
- d) Considerable knowledge of computers and use of applications (e.g., excel, word, PowerPoint, publisher).
- e) Proficient in QuickBooks.

The Accounting Assistant is also expected to possess the following **skills, knowledge and other competencies**:

- *Communication*: Strong interpersonal, communication and networking skills with the ability to work effectively with a wide range of stakeholders at all levels to achieve results.
- *Time Management*: Attention to detail, exceptional planning and organisation skills, able to work under pressure, prioritise and manage own time effectively, and meeting deadlines.
- *Flexibility*: Able to multi-task and work on concurrent projects. Work beyond the normal working hours.
- *Deadlines*: Exceptional skills in setting goals and meeting deadlines.
- *Language Fluency*: Demonstrate proficiency in English. Proficiency in Spanish is a plus.

- Comprehension.
- Numeracy.
- Self-directed and ability to work effectively with a team.
- Knowledge of standard/international accounting principles.
- Dealing with complexity and able to work under pressure.
- Confidentiality.
- Leadership and management skills

Performance Standard

1. Adherence to accepted financial and accounting standards.
2. Adherence to accounting, disbursement and procurement requirements of relevant donor(s) and the CCCCC
3. Adherence to CCCCC Financial and Accounting Policy and Procedures Manual
4. Adherence to the CCCCC Fixed Asset Policy and Procedure Manual
5. Preparation of accurate financial reports
6. Timely recording of transactions
7. Timely and effective response to alerts of financial/accounting irregularities

V. PLACE OF WORK

The Accounting Assistant will be contracted full-time at the CCCCC's Headquarters in Belmopan, Belize. The initial contract duration is for 12 months with a probationary period of three (3) months, and subject to extension and/or renewal, contingent on performance and availability of funding.

VI. MANAGEMENT ARRANGEMENTS

- a) The Accounting Assistant will report to the Financial Administrator for the day-to-day activities.
- b) The Accounting Assistant will have day-to-day interactions with the staff from the various Units such as HR, Office Administration, Procurement, Project Developers and Managers, and other technical and administrative personnel in the office.

SUBMISSION OF APPLICATION

a. Deadline for applications

Eligible candidates should submit:

- Motivation letter outlining how your experience, skills, qualifications, and professional associations fit with the required job description.
- Detailed Curriculum Vitae or Résumé with full details of experience, achievements, qualifications, and names (include copies of Degrees and certificates).
- Proof that nationality is that of a CARICOM Member State with residence in Belize.
- Three (3) reference letters of which at least two (2) should be from past employers and the other as character reference.

b. How to Apply

Applications should be clearly identified as – “Vacancy for Accounting Assistant” in the subject matter of the email and be submitted as one PDF file (in the order listed above) via an email to:

Ms. Ethlyn Valladares
Human Resource Administrator
Caribbean Community Climate Change Centre (CCCCC)
3rd Floor, David L McKoy Business Center, Bliss Parade
Belmopan City, Belize
Phone: + (501) 822-1094 or 1104
Email: hr@caribbeanclimate.bz

c. Deadline for submission of application: 1:00pm on Friday 17th March 2023 Belize Time (GMT-6). Incomplete packages and late applications will be rejected.

A short list will be derived based on experience and qualifications as determined based on submissions.

Only candidates who are short-listed will be contacted.

The CCCCC is committed to achieving workforce diversity in terms of gender and culture.

ALL qualified individuals are equally encouraged to apply.