

DETAILS OF THE POST OF FINANCE AND ADMINISTRATIVE ASSISTANT (Bilingual)- CAHFSA

1. FUNCTIONS OF THE POST

Under the direction of the Finance and Administrative Officer of CAHFSA, the Finance and Administrative Assistant will provide professional financial and administrative support to the Finance and Administrative Officer and staff of CAHFSA in support of the delivery of its programme and projects.

2. QUALIFICATIONS & EXPERIENCE

Candidates must possess at least a bachelor's degree in Public Administration or Management Studies/Accounting and Finance plus at least 3 years of working experience in an administrative/Financial environment.

In addition, candidates should have specialized training in, working knowledge of or experience in the following:

- Microsoft Office Applications (MS Word, Excel, PowerPoint, Access)
- Portable Document Format (PDF) Management
- Internet search engines
- Fluency in written and spoken English
- Knowledge of accounting software
- Ability to work independently
- Attention to detail to detect errors

Candidates should also possess a working knowledge and/or understanding in at least three of the following:

- i. Revised Treaty of Chaguaramas
- ii. The Agreement establishing the Caribbean Agricultural Health and Food Safety Agency
- iii. Operating mechanisms of the Caribbean Community
- iv. Public sector administrative and institutional framework of CARICOM Countries

3. DUTIES AND RESPONSIBILITIES

Administrative Duties:

- (a) **ASSIST** with the day-to-day administration of CAHFSA.
- (b) **MONITOR** correspondence, directives and other forms of communications that require follow-up action; draft responses to correspondence as directed.
- (c) **RESEARCH** issues within the purview of CAHFSA and share findings and recommendations with the relevant manager;
- (d) **MAINTAIN** an active roster of overseas travel for employees of CAHFSA and make travel

- arrangements for Directors, Chief Executive Officer, and staff as necessary;
- (e) **ORGANISE** internal meetings convened by CAHFSA ensuring that matters related to venue, notification, documentation etc. are properly addressed;
 - (f) **PERFORM** relevant protocol functions as required;
 - (g) **ASSIST** as necessary, in translating correspondence and documents;
 - (h) **LIAISE** with relevant CARICOM Secretariat staff and regional institutions as required;
 - (i) **MAINTAIN** insurance and licensing records for CAHFSA's motor vehicles to ensure that all statutory requirements are strictly observed;
 - (j) **CREATE AND MAINTAIN** electronic and physical files for general correspondence received by the CAHFSA secretariat;
 - (k) **PERFORM** other related duties as assigned by the Administrative Officer.

Financial Duties:

- (a) **ASSIST** with the preparation of monthly financial reports;
- (b) **ENTER** financial data into the system;
- (c) **PREPARE** payments for suppliers;
- (d) **CREATE, SEND, AND FOLLOW UP** on invoices
- (e) **KEEP TRACK** of accounts payable and receivable
- (f) **RECONCILE** account balances;
- (g) **PERFORM** other related duties as assigned by the Finance Officer.

4. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered.

5. LEAVE

The Finance/Administrative Assistant shall be eligible for the grant of vacation leave at the rate of twenty (20) working days per year.