

DETAILS OF THE POST OF FINANCE/ADMINISTRATIVE OFFICER

Applications are invited from interested and suitably qualified nationals of Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the above position at the Caribbean Agricultural Health and Food Safety Agency (CAHFSA) with assigned duty station in Suriname.

1. FUNCTIONS OF THE POST

Under the direction of the Chief Executive Officer of CAHFSA, the Finance/Administrative Officer is expected to provide technical and managerial leadership in planning, implementing, and evaluating financial resource systems and administrative support for CAHFSA.

Activities include, but are not limited to, financial/cash accounting and management, budgeting, fixed assets management, the management of the financial management information system, and administrative and office management duties.

2. QUALIFICATIONS & EXPERIENCE

Candidates must possess at least a professional-level qualification in accounting or a Bachelor's Degree in Finance or Accounting with five (5) years of relevant experience.

Candidates must also possess proven skills in the following areas:

- Budgeting and resource management
- Financial analysis and management
- Operations management
- IT and financial software
- Communication Leadership
- Fluency in written and spoken English

In addition, candidates should have specialised training in or working knowledge of:

- Microsoft Office Suite,
- Spreadsheet programmes
- Document management systems
- Generally Accepted Auditing Standards

Candidates should 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 (CAHFSA);
- (iii) Operating mechanisms of the Community;
- (iv) Regional policies and priorities of Agriculture, Forestry and Fisheries;
- (v) Public sector administrative and institutional framework of CARICOM Countries.



3. DUTIES AND RESPONSIBILITIES

i. FINANCIAL DUTIES

- (a) **DESIGN, IMPLEMENT**, and **MAINTAIN** systems for general and fund accounting, including programme budgeting, analysing the financial performance of the operations, and estimating future expenditures. (The design must consider the CARICOM accounting system.)
- (b) **MAINTAIN, MONITOR** and **ANALYSE** the use of funds from each Member State and funds from each Donor Agency;
- (c) **PREPARE** monthly and annual comparative Financial Statements for CAHFSA and separately for each Fund and Donor Agency, as well as monthly Cash Flow Statements;
- (d) **APPLY** generally accepted accounting principles to the financial management, administrative processes and systems, cost management, control and evaluation of CAHFSA's operations,
- (e) **PREPARE** monthly bank reconciliation statements and follow up any errors or omissions promptly;
- (f) **PREPARE** Financial Reports for Donor Agencies as required;
- (g) **SUBMIT** to and **REVIEW** with the CEO quarterly cash flow statements;
- (h) **PREPARE** and **SEND** timely notifications to Member States on their annual financial contributions to CAHFSA and effective interfacing with local and regional financial institutions to facilitate the efficient executions of donor-funded transactions;
- (i) **REVIEW** recommendations of and promptly **IMPLEMENT** approved revisions to the operating systems for accounting and reporting for CAHFSA to ensure efficiency and compliance with agreed rules and guidelines;
- (j) **MONITOR** the operating budgets to ensure timely draw-downs from the Donor Agencies and other funding parties;
- (k) **IMPLEMENT** appropriate accounting procedures for prompt action and full accountability for all financial transactions relating to receipts, expenses and disbursements;
- (l) **PARTICIPATE** in the CAHFSA Management Team's operating and strategic initiatives and discussions;
- (m) **PROVIDE** support and organisation for the technical development of supervised staff;
- (n) **ENSURE** that the financial management of CAHFSA's operations fully comply with any contractual obligations, financial rules and regulations and CAHFSA's financial management policies and procedures;
- (o) **ASSIST** in the preparation of the Annual Budget, Work Plans and Procurement Plans in accordance with CAHFSA's policies and approved Donor Resources;
- (p) **ENSURE** the efficient management of the petty cash system;

- (q) **MONITOR** and **APPLY** trend analysis techniques to the use of all funds in accordance with organisational and financial policies, rules, procedures and accepted practices;
- (r) **PREPARE** timely reports of analysis results to aid in management decisions;
- (s) **TIMELY APPROVE** all claims, deductions & refunds and ensure timely payments based on supporting original documentation;
- (t) **PREPARE** and **MAINTAIN** an asset register, as well as ensure that CAHFSA's assets are appropriately identified and insured;
- (u) **REVIEW, ANALYSE** and **RECOMMEND** proper internal controls in accordance with GAAS;
- (v) **FACILITATE** and **ARRANGE** the audit by independent auditing firms on an annual basis;
- (w) **PREPARE** the annual Financial Statements, audit schedules and other supporting documentation.

ii. **ADMINISTRATIVE DUTIES**

- (a) **ENSURE** that CAHFSA maintains an adequate inventory of supplies (stationery, office supplies, etc.) and implement an inventory management system;
- (b) **ENSURE** proper adherence to Health and Safety requirements within the workplace and its environs;
- (c) **SUPERVISE**, assess and prepare performance reports for employees directly supervised;
- (d) **PREPARE** preventative maintenance programmes;
- (e) **COORDINATE** the maintenance and management of building(s), electrical infrastructure, sewage systems and air conditioning systems, closed circuit systems, audio systems, telephone network and computer network;
- (f) **LIAISE** with external providers to arrange the services needed for the maintenance of CAHFSA's building, building systems and equipment;
- (g) **COLLABORATE** with the CEO and other Senior Management to ensure appropriate security services are provided;
- (h) **ASSIST** in the preparation of Terms of Reference in relation to contracts to be awarded or tenders to be launched;
- (i) **ASSIST** in the procurement process as it relates to direct contracting and/or tendering process;
- (j) **PERFORM** other related tasks that the CEO may assign.

4. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered. In addition, group health, life health, and accident insurance will be offered. The Finance/Administrative Officer will be granted transportation and settlement allowances to facilitate his/her settlement in Suriname.

5. LEAVE

The Finance/Administrative Officer is eligible for vacation leave at the rate of twenty (20) working days per year.

6. PRIVILEGES AND IMMUNITIES

The officer will be granted the privileges and immunities extended to CAHSFA officials in accordance with the Agreement between the Government of the Republic of Suriname and the CARICOM Community establishing the headquarters of the Caribbean Agricultural Health and Food Safety Agency.

7. APPLICATIONS

Applications in English Language with full curriculum vitae details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, coordinates (including email addresses) of three referees (at least two of whom must be familiar with the applicant's work), and other relevant information, should be addressed to:

The Chief Executive Officer

Caribbean Agricultural Health and Food Safety Agency

Letitia Vriesdelaan 10, Paramaribo, Suriname

and sent by email to info@cahfsa.org copied

The deadline for the submission of applications is November 30th 2024.