



CARICOM DEVELOPMENT FUND (CDF)
DETAILS FOR THE POST OF ACCOUNTANT

Applications are invited from suitably qualified nationals of the Caribbean Community (CARICOM) Member States and Associated Members of the Community to fill the abovementioned position in the CARICOM Development Fund (CDF) with assigned duty station in Barbados.

1. POSITION SUMMARY/ OVERVIEW

Under the supervision of the Financial Controller, the Accountant is required to monitor and balance the general ledger monthly as well as analyze various accounts and prepare journal entries. Prepare monthly and other regular reports for the review of the Financial Controller and onward transmission to the Director, Structural & Cohesion Division, the Chief Executive Officer, Management and the Board of Directors. Assist in preparing reports to Donor Agencies and ensuring compliance with reporting and disbursement requirements of these agencies. The successful candidate would be responsible for the carrying out the disbursement function of the department.

2. QUALIFICATIONS AND EXPERIENCE

The candidate should possess:

- (i) a Bachelor's Degree in Accounting or Business with a major in Accounting;
- (ii) three years experience in accounting or auditing in a private organisation or government;
- (iii) training and experience in the use of computerised accounting software; and
- (iv) strong communication skills.

3. SPECIFIC TASKS AND DUTIES

- Balance and monitor the general ledger on a monthly basis; review internally generated reports for accuracy and troubleshoot differences; and review general ledger for compliance with generally accepted accounting principles.
- Enter account transactions to the integrated financial system, including journal entries and voided checks, to document business transactions and perform various general ledger reconciliations.
- Maintain appropriate spreadsheets on expenses, comparing these to the annual budget.
- Provide technical assistance to operating departments and assist the Financial Controller in resolving Financial Management software questions and perform other projects or tasks, as requested.

- Set up, monitor, and maintain fixed assets system; record monthly depreciation and office equipment service charges; and reconcile fixed asset and other registers with the general ledger.
- Assist in the preparation of year- end closing entries and schedules to facilitate a clean audit.
- Ensure the disbursement of funds to Member States under the Country Program of the CDF, ensuring strict compliance with appropriate rules, policies and procedures.
- Assist in preparing monthly and other regular reports and statement for Management and Board purposes.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in the job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

4. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered.

5. RECRUITMENT AND APPOINTMENT

Appointment will be on contract for a specified period. It will be subject to such regulations, rules, orders and instructions as exist and as may be introduced from time to time in respect of service with the CARICOM Development Fund.

6. APPLICATIONS

Applications with curriculum vitae details should include: nationality, date of birth, work experience, educational qualifications, summary of professional skills and or expertise, list of professional publications, including e-mail addresses of three (3) referees (at least two of whom must be familiar with the applicant's work), and other relevant information, should be addressed to:

Chief Executive Officer
 CARICOM Development Fund
 1st Floor
 Old Town Hall Building
 Cheapside BB1142
 BRIDGETOWN, BARBADOS
 OR sent by email to aparris@caricomdf.org

7. Applications should be submitted by the **30th April, 2010**.