

TERMS OF REFERENCE

Position Title: Finance Officer – EU-LAC Programmes

Reports to: Manager – Operations & Deputy- Executive Director

Duty Station: Sub-Regional Office in Santo Domingo, Dominican Republic

Summary

The **Finance Officer – EU-LAC Programmes** is responsible for providing financial, administrative, and operational support for the effective delivery of the **EU-LAC Social Accelerator** and the **EU-LAC Digital Accelerator**. This position plays a critical role in ensuring that the financial management, accounting processes, and administrative procedures for both programmes are executed in compliance with Caribbean Export’s internal policies and the requirements of the relevant programme donors.

The Finance Officer will support the day-to-day financial operations of both programmes, including budget monitoring, financial reporting, procurement support, and expenditure tracking, ensuring alignment with approved work plans and donor guidelines. The role will also assist with the preparation of financial reports, support audit processes, and maintain accurate financial records.

Working closely with the technical team, operations staff, and external stakeholders, the Finance Officer will contribute to the smooth financial and administrative management of Caribbean Export’s programmes, ensuring transparency, efficiency, and accountability in all financial transactions.

Responsibilities/Deliverables:

Financial Management and Reporting

- Provide financial administration for the **EU-LAC Social Accelerator**, **EU-LAC Digital Accelerator**, and other programmes implemented by Caribbean Export, ensuring compliance with donor regulations and the Agency’s internal financial procedures.
- Monitor programme budgets, track expenditure, and provide regular financial updates to programme managers and relevant stakeholders.
- Assist in the preparation of accurate and timely financial reports for internal use, consortium partners, and donors.
- Maintain comprehensive financial records for both programmes, ensuring documentation is complete, up to date, and ready for audit.
- Support the preparation of periodic expenditure reports to track progress in the implementation rate and available budget lines.
- Draft budget forecasts and financial projections to facilitate effective programme implementation.
- Process payments, including disbursements to beneficiaries, suppliers, and service providers, ensuring all transactions are properly documented and recorded.

- Support account reconciliation processes and manage accounts payable and receivable linked to programme activities.

Procurement and Administrative Support

- Assist in the procurement of goods and services for programme activities, ensuring full compliance with procurement guidelines.
- Monitor contracts with suppliers, consultants, and service providers to ensure proper financial administration and timely payments.
- Provide administrative support for travel arrangements, meeting logistics, and event coordination related to programme delivery and tasks in the Agency's Subregional Office.
- Ensure proper archiving and management of financial and contractual documentation in line with Caribbean Export's policies and donor processes.

Audit and Compliance

- Prepare supporting documentation for internal and external audits of both programmes.
- Assist in responding to audit queries and the implementation of any audit recommendations.
- Ensure that financial procedures and controls comply with donor requirements, internal policies, and recognised best practices.

Collaboration and Communication

- Coordinate with the technical teams of both programmes to align financial management with programme activities and timelines.
- Provide financial guidance to programme staff, partners, and grantees to ensure understanding of financial procedures and donor compliance requirements.
- Contribute to the preparation of reports and presentations concerning the financial performance of the programmes.

Other Duties

- Provide support to other finance and operational functions of the Agency as required.
- Perform any other duties as may be assigned by the Manager – Operations and the Deputy Executive Director.

Core & Technical Competencies

1. **Financial Management and Compliance:** Demonstrated expertise in managing financial processes for donor-funded projects, with a strong understanding of budgeting, expenditure tracking, financial reporting, and compliance with international donor regulations, particularly those of the European Union.
2. **Procurement and Contract Administration:** Proven ability to support procurement processes, including the preparation of tender documents, evaluation of proposals, and contract management, ensuring adherence to procurement guidelines and standards.
3. **Operational Support:** Experience in providing administrative and logistical support for multi-country programmes, including organising travel, meetings, events, and ensuring smooth coordination of operational activities.
4. **Audit Preparation and Support:** Knowledge of audit processes, with the ability to compile and present financial documentation in accordance with audit requirements and to support the implementation of audit recommendations.

5. **Budget Monitoring and Forecasting:** Skilled in monitoring programme budgets, preparing financial forecasts, and providing accurate financial updates to inform decision-making and ensure the financial health of complex, multi-partner projects.
6. **Records Management:** Strong organisational skills in maintaining accurate, well-documented, and audit-ready financial records, ensuring all documentation complies with institutional policies and donor requirements.
7. **Results-Based Financial Reporting:** Ability to apply results-based management principles to financial monitoring and reporting, ensuring financial data supports the measurement of programme outcomes and impacts.
8. **Stakeholder Coordination:** Demonstrated ability to work collaboratively with internal teams, consortium partners, suppliers, auditors, and donors to ensure seamless financial and operational management of programmes.
9. **Attention to Detail and Accuracy:** High level of precision in financial data entry, analysis, and reporting, with a commitment to maintaining the integrity of financial information.
10. **Adaptability:** Capacity to manage multiple financial and administrative priorities in dynamic environments, adjusting to evolving programme needs while ensuring compliance and quality.
11. **Excellent Multilingual Communication:** Ability to work and communicate in English and Spanish is required. Proficiency in French, or Dutch considered an asset.

Education:

- Bachelor's degree in **Accounting, Finance, Business Administration**, or a related field.
- A professional accounting qualification (such as **ACCA, CPA, CMA**) is highly desirable or active progress towards certification.

Experience:

- Minimum of **three (3) years' experience** in financial management, accounting, or a related field, preferably within donor-funded projects.
- Demonstrated experience supporting donor-funded projects with multi-stakeholder involvement, and management of EU funded projects.
- Experience working with financial and ERP software for reporting and office management.
- Experience working in office management operations as well as financial support.
- Working knowledge of results-based management (RBM) principles and their application to financial monitoring and reporting.

Additional Requirements:

- Strong proficiency in Microsoft 365, particularly Excel, and familiarity with accounting software
- Experience with the financial management of EU-funded or other donor-funded programmes is highly desirable.
- Willingness and ability to travel within the Caribbean region and occasionally internationally to support programme activities and audits.

This position is open to all suitably qualified CARIFORUM nationals. Applicants must be legally authorized to live and work in the Dominican Republic. The Agency will not provide visa sponsorship or cover relocation expenses.

The selected candidate will be required to work in the Sub-Regional Office from Monday to Friday 8:30 AM to 4:30 PM.

Interested applicants should submit an updated CV and a cover letter outlining their suitability for the role to **hr@carib-export.com**. Only shortlisted candidates will be contacted.

This contract will be considered an In-House Consultancy and individuals engaged will not be considered “staff members” of Caribbean Export Development Agency. Their conditions of service will be governed by their contract and the general terms and conditions for In-House Consultants. In-House Consultants are responsible for determining their tax liabilities and payment of any taxes and/or duties, in accordance with local or other applicable laws.

Applications close on Friday, April 4, 2025.

Only shortlisted candidates will be contacted and advanced to the next stage of the selection process.