

TERMS OF REFERENCE

CONSULTANT– AUDIT/ FINANCE ASSISTANT

REPORTING TO: MANAGER – OPERATIONS

LOCATION: HEAD OFFICE, BARBADOS

Caribbean Export Development Agency (Caribbean Export) is the regional trade and investment promotion agency focused on building a resilient Caribbean by providing cutting-edge and high-impact support to the private sector. The Agency works to expand the trade potential of the region by supporting private sector development, attracting foreign investment and building the capacity of regional business support organisations. Headquartered in Barbados, with a sub-regional office in the Dominican Republic, Caribbean Export is funded and supported by the 15 members states of CARIFORUM. The Agency also partners with many regional and international donors, including the EU, IADB and CDB.

Caribbean Export is seeking a Consultant - Audit/Finance Assistant to assist the Manager-Operations with ongoing audits and work directly with the external auditors. The Consultant will also support the Finance Team with policy formulation and other agreed deliverables during the consultancy period.

Reporting to the Manager- Operations, the Consultant will contribute significantly to the accountability and transparency of Caribbean Export and support the operational efficiency of the Agency.

KEY TASKS/DELIVERABLES:

- Assist the Manager-Operations with the preparation of annual consolidated financial statements and audit schedules for outstanding audits
- Advise on accounting entries and perform reconciliations of sub-ledgers and general ledger accounts, including related-party accounts and foreign currency transactions
- Act as the internal and external audit liaison, respond to audit queries and provide supporting documentation for audit samples
- Provide input into policy formulation to update the Agency's finance and operations procedures and processes
- Assist the Finance team with physical filing of documents, and on Sharepoint

Any other duties as required by the Agency, including project- related audit requests by donors. The Consultant will be required to liaise with the Sub Regional Office on audit related queries.

CORE AND FUNCTIONAL COMPETENCIES

- Ability to multi-task, prioritize, and manage time effectively to meet several deadlines
- Ability to work in teams and under pressure with competing demands
- Good judgment and decision-making

- Utilises initiative and is adaptable and flexible
- Demonstrates confidentiality and discretion with sensitive information
- Pays attention to detail and accuracy
- Good problem analysis and problem-solving skills
- Ability to work effectively in a multi-cultural, diverse, dynamic environment
- Ability to clearly and concisely communicate information to target audience

EDUCATION/EXPERIENCE /CREDENTIALS

- A graduate degree in Finance, Accounting or Business Administration
- Internationally recognised internal auditing and/or accounting professional qualifications (i.e, ACCA, CIA, CISA, CRMA etc.)
- A minimum of five (5) years' auditing experience in an internationally recognized audit firm, financial or multilateral organization
- A CARIFORUM national – must have CSME certificate to work in Barbados
- Experience with EU programmes or knowledge of EU (EDF) financial procedures is desirable; and understanding of reporting requirements by donors
- Hand-on knowledge in Microsoft's suite including SharePoint, MS Teams and MS Excel
- Knowledge and experience with navigating financial software. Use of ACCPAC/SAGE is preferred

CONSULTANCY FEE AND CONTRACT PERIOD

Consultancy Fee is BBD\$275.00 per day. The Consultant will be responsible for all local taxes and social security payments. The Consultant will be required to meet tight deadlines and deliverables, and must provide:

- monthly invoice with timesheet
- monthly report on work completed and progress on assigned deliverables

Contract period: 6 months from February to August 2023.

The Consultant is required to provide 7 hours of on-site service per day, Monday to Friday, between 8:00am to 6:00pm (within that window and excluding any lunch hours), to consult with the in-house finance team and external auditors.

DEADLINE FOR APPLICATION

Deadline for application is 4:00pm (AST) on Monday 19th February 2024. You will be required to provide copies of your academic qualifications with the application. All applications should be emailed to HR@carib-export.com with the subject '**Consultant – Audit/Finance Assistant**'.