

TERMS OF REFERENCE

Position Title: Finance & Programme Operations Officer (GRIT)

Contract Type: In-House Consultancy

Reports to: Manager – Technical Programmes; Manager – Operations; Programme Officer – Gender and Entrepreneurship

Location: Caribbean Export Development Agency – Headquarters in Barbados

Application Period: September 23rd – October 3rd, 2025

Start Date: November 2025

PROGRAMME SUMMARY

The Caribbean Women Entrepreneurs Generating Resilient and Inclusive Trade (GRIT) Programme, funded by Global Affairs Canada (GAC) and implemented by the Caribbean Export Development Agency (CE), is a four-year programme (2024–2028) that aims to increase the productivity, competitiveness, and export readiness of women-led businesses across six Caribbean member states: Belize, Dominica, Grenada, Jamaica, Saint Lucia, and Saint Vincent and the Grenadines.

Through training, grant funding, technical assistance, trade missions, and launch-to-market programmes, GRIT will support 800 women entrepreneurs in adopting green business practices and digital technologies to scale, diversify, and compete in regional and international markets. GRIT's impact will extend to a further 10,000 individuals across the wider region through capacity-building initiatives and access to market intelligence tools.

Beyond its interventions, GRIT seeks to strengthen the ecosystem for women's entrepreneurship by addressing structural barriers, embedding gender-responsive approaches in trade and private sector development, and positioning women-led enterprises as key drivers of sustainable and inclusive economic growth in the Caribbean.

Role Summary

Join GRIT at its inception. As **Finance & Programme Operations Officer**, you will help build the financial and operational backbone of one of the region's most ambitious women's entrepreneurship programmes. In year one you will help set up the systems that power the next three years, establishing controls, streamlining processes, and ensuring every dollar and deliverable is tracked, transparent, audit-ready and in compliance with Caribbean Export's internal policies and the requirements of Global Affairs Canada (GAC).

Operating within the Technical Programme Unit, working alongside the Programme Officer – Gender and Entrepreneurship (POGE) and in collaboration with the technical team, finance and operations staff, and external stakeholders, you will support the day-to-day financial operations of the GRIT project, including budget monitoring, financial reporting, procurement and logistics support. This role suits a proactive, digitally fluent professional who enjoys shaping processes, solving problems, and using modern tools to work smarter.

CORE DELIVERABLES:

Financial Management and Reporting

- Provide financial administration for the GRIT programme in line with GAC regulations and CEDA policies.
- Monitor budgets, track expenditure and commitments, and deliver timely burn-rate and variance analyses.
- Prepare accurate monthly and quarterly financial reports for internal management, the Steering Committee, and GAC.
- Maintain complete, audit-ready financial records and documentation.
- Process payments to grantees, suppliers, and service providers, ensuring proper coding, approvals, and reconciliation.
- Prepare cashflow forecasts, budget revisions, and financial projections to inform decision-making.

Procurement and Operational Support

- Support the procurement of goods and services in accordance with approved guidelines and thresholds.
- Coordinate the preparation of RFQs/RFPs, evaluation documentation, contract administration, and vendor onboarding.
- Provide operational support for travel, meetings, workshops, and events linked to GRIT delivery.
- Ensure proper archiving and lifecycle management of financial, contractual, and procurement records.

Audit and Compliance

- Assemble audit packs, respond to audit queries, and support the implementation of audit recommendations.
- Uphold internal controls, segregation of duties, eligibility checks, and documentation standards required by GAC and CEDA.
- Contribute to continuous improvement of compliance processes and risk mitigation measures.

Collaboration and Communication

- Align budgets and financial schedules with technical workplans and delivery timelines.
- Provide financial guidance to the POGE, partners, grantees, and suppliers on financial procedures and GAC compliance requirements.
- Contribute to reports, presentations and briefings on programme financial performance and operational risks.

Other Duties

- Provide support to wider Agency finance and operations functions as required.
- Perform any other duties as assigned by the Manager – Operations, Manager – Technical Programmes, and the Programme Officer – Gender and Entrepreneurship.

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 Global Affairs Canada.
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 Communication:** Ability to work and communicate in English is required.

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 GAC funded projects would be an asset.
- 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 GAC-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.
- Digitally savvy, with the confidence to leverage tools like ODOO dashboards, Miro, AI platforms and productivity tools to work smarter, seamlessly and efficiently would be an asset.

TRAVEL DEMANDS

This role may require occasional travel within the region and to Canada to support the programme activities and audits. All travel will follow the Agency's approved travel policy and/or GAC travel policy.

CONTRACT MODALITY

This role is offered as an **In-House Consultancy contract**. Individuals engaged under this contract are not considered staff members of the Caribbean Export Development Agency.

Conditions of service are governed by the consultancy contract and the general terms and conditions for In-House Consultants. Consultants are responsible for determining and meeting their own tax liabilities and duties in accordance with applicable laws.

The contract will be for one year from the date of commencement, with the possibility of renewal based on performance and Agency needs. The selected candidate will be required to perform their services from CEDA's Headquarters in Barbados and must be legally authorised to live and work in Barbados. The Agency will not provide visa sponsorship or cover relocation expenses.

ADMINISTRATION

If this opportunity excites you, send us your CV along with a motivation letter explaining why you're the right fit to **hr@carib-export.com**. Only shortlisted candidates will be contacted.

Applications close on October 3, 2025.

Note to interested applicants:

We encourage all interested candidates to apply, even if you don't meet every requirement noted above. We believe in potential! Many people worry that they don't "tick all the boxes," but fresh ideas, energy, and a willingness to learn can be just as valuable. Studies have shown that women in particular tend to under-estimate how closely they match job requirements, so please apply if you feel drawn to the role.