Climate Resilience Execution Agency for Dominica (CREAD)

TERMS OF REFERENCE

Finance and Personnel Officer

DESCRIPTION

Following the devastation caused by Hurricane Maria in September 2017, the Government of the Commonwealth of Dominica (GoCD) established a specialized, autonomous entity, the Climate Resilience Execution Agency for Dominica (CREAD), to lead the thrust to make Dominica the first climate resilient nation in the world.

CREAD is funded by international development partners, and has a clear focus on identifying, prioritizing, developing and implementing transformational projects that build strong communities, a sustainable economy, durable infrastructure and critical supporting systems to make Dominica more resilient. It operates at the highest levels of professionalism, integrity and efficiency, and works closely with key strategic and operational partners from the public, private and social sectors to deliver results.

OBJECTIVES

The Finance and Personnel Officer will manage all financial and personnel operations of CREAD and oversee the administration function. The Finance and Personnel Officer will ensure that all payments and disbursements are consistent with the procedures of the Government of the Commonwealth of Dominica and the relevant development partners.

RESPONSIBILITIES:

- Ensures that adequate financial controls are in enforced to maintain full accountability of all disbursements and expenditure;
- Ensures that all financial transactions are properly authorized, recorded, have adequate supporting documentation, and can be easily retrieved for the purpose of preparing financial statements and financial audits;
- Monitors budgets and expenditures and contributes to preparation of any budget revisions;
Supports the CEO/COO in CREADS’s liaison with the Financial Secretary and Accountant General to ensure compliance with GoCD procedures and accounts;
Prepares and submits timely and reliable financial statements and financial reports;
Establishes appropriate monitoring systems for all disbursement and expenditure;
Ensures that all procurement process and expenditure comply with CREAD, GoCD and development partner requirements;
Formulates strategic and long-term financial projections and business plans;
Researches and reports on factors influencing financial performance;
Liaises with auditors to ensure annual monitoring is carried out;
Assists CEO/COO in all relationships with relevant financial stakeholders, e.g. auditors, Ministry accounting officers and bankers;
Oversees all financial tasks related to the organization of conferences, workshops, seminars and retreats.
Ensures full compliance of the Agency with all established rules, regulations and policies;
Identifies and assesses risks in a timely manner to avoid delays in the achievement of agreed results;
Ensures that all reports are produced on time;
Manages all administrative human resource related matters for the Agency, including payroll and monitoring leave;
Carries out and manages any necessary office procurement;
Manages the office resources (equipment, furniture and stationery)
Maintains a secure and functional information and communications technology environment for the Agency;
Supervises and executes the business continuity plans for the Agency;
Maintains a secure and reliable infrastructure environment for ICT and adequate planning for disasters and recoveries

QUALIFICATIONS:

A Bachelor’s degree in Accounting, Business or equivalent;
A minimum of 7 years’ relevant work experience in finance and administrative functions;
Experience with the financial management of development partner-funded projects;
Experience in the preparation of financial reports and budget variance analysis;
Demonstrated ability to establish and maintain effective working relationships with a wide range of stake-holders;
Sound judgment and the ability to work with minimal direction;
Self-motivated, with the ability to work under pressure;
Very strong communication skills;
Fluency in English;
Creative and pragmatic approach to problem solving;
Well-organized and strong attention to details.
CREAD VALUES:

Objectivity
Being consistently data-drive in its analysis, and impartial in its recommendations on the path forward for Dominica.

Commitment to Impact
Striving to make a difference in the lives of as many Dominicans as possible, and to leave a lasting legacy after CREAD’s 4-year life

Transparency and Collaboration
Operating with integrity and openness, such that Dominicans have insight into CREAD’s strategy, activities and performance. Working closely with critical segments of Dominican society to ensure that CREAD’s efforts are representative, relevant and impactful.

Leadership
Inspiring Dominicans, as well as people beyond our borders, to set stretch goals, ask hard questions, and take bold decisions that help achieve sustainable development and climate resilience.

Good Citizenship
Encouraging all staff to make a difference outside its business operations, by supporting activities that build stronger communities and protect the environment

LOCATION, START DATE AND DURATION OF ASSIGNMENT

The role will be based in Roseau, Dominica with an expected start date is 1 April 2019. The initial assignment will be for a period of two (2) years, with the possibility of renewal.

EXPRESSION OF INTEREST

Interested applicants should submit a cover letter motivating their application, a CV of no more than 4 pages, the names of two references (who would only be contacted if the application were to progress to final stage), by January 17, 2019 via email only to: hr@creadominica.org