

JOB AND POSITION DESCRIPTION

POSITION TITLE:	FINANCE AND ADMINISTRATION ASSISTANT	
REPORTS TO:	Manager, Finance and Administration through the Finance Officer	AGREED BY:
WORK PROGRAMME:	Management and Support	APPROVED BY:
DUTY STATION:	CRFM Secretariat Belize City, Belize	EFFECTIVE DATE:

I. ACCOUNTABILITY OBJECTIVE:

The Finance and Administration Assistant will support the Manager, Finance and Administration, through the Finance Officer, in the efficient execution of financial, administrative, and procurement functions for the CRFM Secretariat. The incumbent assists with routine accounting tasks, financial documentation, procurement procedures, and reporting to ensure timely, accurate, and compliant operations.

II. DIMENSIONS OF POSITION:

(a) The Incumbent Liaises Internally with:

- Manager, Finance and Administration – for administrative and management support related to budgeting, reporting, procurement oversight, and planning.
- Finance Officer - for daily assignments, financial data entry, payments, reporting and routine accounting operations.
- Senior Staff – for travel advances, expenditure tracking, and procurement follow-up.

(b) The Incumbent Liaises Externally with:

- Commercial Banks – to obtain account statements and complete bank reconciliations.
- Government Departments – for basic information gathering or follow-up as assigned, including General Sales Tax reconciliation, income tax and social security.
- Vendors and Suppliers – for obtaining quotations, purchase order follow-up, invoice resolutions and credit account reconciliation.

- Donor Agencies – For basic information gathering and donor funds reconciliation.

II. SUMMARY DESCRIPTION OF DUTIES:

Financial and Accounting Support:

- **PREPARE** expense, receipts, and journal vouchers for recording in the MIP accounting system
- **PREPARE** monthly bank reconciliation statements for all bank accounts in Belize (to be completed by 20th of the following month).
- **ENSURE** all financial transactions are supported with proper documentation and are filed systematically.
- **MAINTAIN** proper filing of accounting documents and safe keeping of accounting binders.
- **CHECK** CRFM Secretariat, St. Vincent and the Grenadines (SVG) vouchers and expense reports (bank reconciliations, petty cash retirements, and outstanding payments due).
- **ASSIST** with input and reconciliation of General Ledger entries.
- **CONTRIBUTE** to the preparation of monthly and quarterly financial reports.
- **PREPARE** Sales Tax Forms and quarterly Sales Tax Reconciliation reports for submission to Regulatory Body.
- **TRACK** staff advances, travel claims, and assist in follow-ups for timely retirement.
- **ASSIST** with preparation of payroll and maintain payroll files under supervision.
- **ASSIST** in the preparation of audit schedules and retrieval of supporting documentation.
- **ASSIST** with preparation of financial reports for donor agencies.

Procurement Support:

- **ASSIST** with the preparation of purchase requisitions, purchase orders and comparison of quotations.
- **MAINTAIN** and **UPDATE** the procurement and contract registers.

- **LIAISE** with vendors on product availability, pricing, and delivery timelines.
- **ASSIST** with the organization of procurement documentation in compliance with CRFM procurement guidelines.
- **SUPPORT** procurement planning and recordkeeping of goods and services procured.
- **MAINTAIN** proper filing of procurement documents and safekeeping of procurement binders

Administrative Support:

- **PROVIDE** logistical and documentation support for meetings related to budget and finance.
- **ASSIST** the Manager, Finance and Administration in monitoring financial contributions from Member States and payments from Donors.
- **PREPARE** draft correspondence and emails as directed.
- **SUPPORT** the Manager, Finance and Administration in administrative oversight of office systems, procurement tracking, contract management and internal controls.

IV. EQUIPMENT, MACHINES, TOOLS AND WORK AIDS CONTROLLED BY THIS POSITION

<u>Equipment</u>	<u>Machines</u>	<u>Tools</u>	<u>Work Aids</u>
Computer	Calculator		Operations Manual
Printer			◇ Accounting Manual
			◇ Financial Rules and Regulations
			◇ Procurement Guidelines
Telephone			◇ CRFM Secretariat files / records
			◇ CRFM Secretariat's Budget
			◇ Debtors' and Creditors' Statements
			◇ Bank Reconciliations
			◇ Staff Travel Reports
			◇ Donor Agencies Financial Reports
			◇ Income and Expenditure Statement
			◇ Sources and Application of Funds
			◇ Accounting Software (MIP)

V. REQUIRED EDUCATION / EXPERIENCE / SKILLS

Education:

- Bachelor Degree in Accounting, Finance, Business Administration, or a related field.

Experience:

- Minimum 4–5 years of relevant work experience in accounting, finance, or procurement.
- Experience in a regional, government, or international agency setting is an asset.

Skills and Competencies:

- Strong attention to detail and high level of accuracy.
- Proficiency in Microsoft Office and accounting systems.
- Strong interpersonal and communication skills.
- Ability to manage multiple tasks, prioritize, and meet deadlines.
- Discretion and confidentiality in handling sensitive information.
- Willingness to support administrative and finance teams as needed.

The above responsibility statements identify specific duties necessary to attain CRFM Secretariat's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent to the job.

VI. PERSONAL ATTRIBUTES:

- Demonstrates initiative, integrity, and a service-oriented approach.
- Capable of working under supervision and as part of a team.
- Interest in organized, well-defined tasks and administrative accuracy.
- Adaptable and willing to learn in a dynamic work environment.