



CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)



JOB DESCRIPTION

PART A

1 Job Identification	Duration: <input type="checkbox"/> Limited
Duration	<input type="checkbox"/> Fixed Term

Title	Category	Grade	Duty Station
Finance Officer	P	P1	Trinidad

First Level Supervision Project Accountant **Second Level Supervision** Financial Controller

Signature:  **Date:** 18 Sept, 2017 **Signature:**  **Date:** 18 Sep 2017

2 Objective/Overview of the Programme

CARPHA's mission is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States, in order to prevent disease, promote health and to respond to public health emergencies. To support solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community.

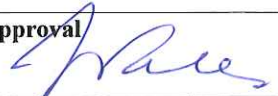
3 Organizational Context *(Job summary, the role of the individual within the team e.g. team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.*

Responsible for overseeing all aspects of the functions related to expenditure for various projects.

4 Summary of Responsibilities

- Monitor the budget of externally funded projects and ensure adherence to applicable donor and CARPHA's administrative and financial regulations.
- Review purchase requests and travel authorizations to ensure compliance with rules and regulations of applicable donor, and availability of funds within budget lines.
- Ensure that project budgets are entered into the ERP system.
- Follow up on outstanding claims for travel advances issued to officers.
- Preparation and submission of all Donor required reports – monthly, quarterly, annually and end of project.
- Preparation of monthly budgeted vs actual reports for projects.
- Preparation of monthly bank reconciliation statements by the 15th of the following month.
- Assist with internal and external audits of donor projects.
- Manages all financial aspects pertaining to the annual CARPHA Health Research Conference.
- Ensure appropriate filing and records management.
- Assists in financial data entry.
- Any other duties assigned.

Continue on additional page if necessary....

Description and Classification approval	
Signature 	Date 18 Sept, 2017
Title Executive Director - CARPHA	

RECRUITMENT PROFILE
(minimal level needed for effective completion of the job)

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Leadership & Systems Thinking:	<ul style="list-style-type: none"> • Demonstrates ethical standards of practice as the basis of all interactions with organisations, communities and individuals; • Understands the socio-cultural, political and economic context within which CARPHA operates (Political acumen); • Contributes to/ensures the measuring, reporting and continuous improvement of organisational performance; • Targets and achieves results, overcomes obstacles, accepts responsibility, establishes standards and responsibilities, creates a result-oriented environment and follows through on actions; • Takes responsibility for personal performance and flexible in handling change;
Analytical/Assessment:	<ul style="list-style-type: none"> • Uses/critiques methods and instruments for collecting valid and reliable quantitative and qualitative data; • Examines/evaluates the integrity of public health data and information; • Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information.
Policy Development and Programme Planning:	<ul style="list-style-type: none"> • Applies/ develops/implements strategies for continuous quality improvement;
Financial Planning and Management:	<ul style="list-style-type: none"> • Operates/manages programmes within current and forecasted budget constraints; • Negotiates/approves contracts and other agreements for the provision of services; • Demonstrates/applies public health informatics skills to improve programme operations; • Uses cost-effective, cost benefit, and cost-utility analyses in programmatic prioritization and decision making; • Develops and defends a programmatic and organisational budget; • Coordinates strategies for resource mobilization in the context of the environment while gaining support from decision makers and stakeholders.
Cultural competency:	<ul style="list-style-type: none"> • Considers the role of cultural, social, and behavioural factors in the accessibility, availability, acceptability and delivery of public health services; • Develops an awareness of cultures and communities, protocol, assumption and biases and identifies actions to reduce barriers to effective technical cooperation.
Communication:	<ul style="list-style-type: none"> • Applies communication and group dynamic strategies (e.g. principled and interest-based negotiation, conflict resolution, active listening, risk communication) in interactions with individuals and groups; • Participates in/presents/interprets demographic, statistical, programmatic, and scientific information for use by professional and lay audiences; • Knows when and how to attract, develop, reward and utilize teams to optimize results; • Acts to build trust, inspire enthusiasm, encourage others and help resolve conflicts; • Develops consensus in creating high performance teams.
Human Resource Management & Development:	<ul style="list-style-type: none"> • Applies basic human relations skills to the management of CARPHA, motivation of personnel and resolution of conflicts; • Engages in staff performance management; • Uses evaluation results to improve staff performance; • Manages and develops staff.

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Technical Expertise (*List and describe, in order of priority, the abilities required to perform the job.*)

- Ability to successfully apply the Agency's communication policies and strategies in interactions with key stakeholders in member states and international partners.
- Ability to comfortably multi-task
- Ability to adjust to changing priorities and meet strict deadlines.
- Ability to prioritize tasks within demanding timeframes.
- Ability to work independently with minimum supervision.
- Ability to work as part of a team.
- Ability to use initiative while at the same time recognizing policy.
- Excellent organizational skills

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Education (Qualifications)

Pursuing professional accounting qualifications such as CPA, ACCA. **OR** A bachelor's degree in a relevant field with postgraduate training in financial/project management and/or business administration.

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Experience

At least 3 years' Experience in financial/project accounting and/or banking/finance.

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Languages

Excellent knowledge of English.

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IT Skills

Excellent computer skills with knowledge of Microsoft applications. Working knowledge of QuickBooks accounting software and ERP tools.