



# CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA) JOB DESCRIPTION

## PART A

### 1 Job Identification

Duration:  Limited Duration  
 Fixed Term

Title	Category	Post/Assignment Number	Grade	Duty Station
Project Accountant			P2	Corporate Services
First Level Supervision	Financial Controller		Second Level Supervision	Director – Corporate Services
Signature:	Date: 18-9-2017	Signature:	Date: 18-9-17	

### 2 Objective/Overview of the Programme

CARPHA's mission in Caribbean Cooperation in Health is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States, to prevent disease, promote and protect health and to respond to public health emergencies. A key function is to enhance national capacity to address new and emerging public health priorities through ongoing teaching, training and collaboration.

### 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.*

This position will provide critical support in the administration, budgeting and reporting of externally funded projects, ensuring each project is delivered within budget and in accordance with donor regulations. Under the direct supervision of the Financial Controller, the position will ensure that all financial activities related to projects are executed within CARPHA's financial regulations.

### 4 Summary of Responsibilities

- Monitor the planning, budget and resource coordination 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 all project budgets are entered into the ERP system.
- Assists in monitoring missions to CARPHA campus locations as required
- Follow up on outstanding claims for travel advances issued to officers.
- Serve as focal point for financial activities related to funded projects including reallocation of funds.
- Act as liaison for project finances with the CARPHA Departments and Divisions, including HR, Procurement etc. for administration, staffing, purchases and payments.
- Preparation of monthly budgeted vs actual reports for the purposes of project management and execution of work plans.
- Preparation and submission of quarterly, annually, and end of grant reports for donor agencies.
- Preparation of monthly bank reconciliation statements by the 15<sup>th</sup> of the following month.
- Assists in the preparation of monthly management accounts for Departmental management team (DMT) and Executive management team (EMT) and presentation to DMT and EMT
- Liaise with Financial and Technical staff of donor agencies.
- Liaise with internal and external auditors for donor projects audit.
- Ensure appropriate filing and records management.
- Assist with project close-out process and ensure timely submission of reports.
- Any other duties assigned.

Continue on additional page if necessary....

### Description and Classification approval

Signature  
Title

Executive Director - CARPHA

Date

**PART B**

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

**5 Key Behavioral Competencies** *(List and describe, in order of priority, essential competencies to perform the job).*  
**Leadership & Systems Thinking:** Contributes to the practice of continuous improvement of organisational performance; Targets and achieves results, overcomes obstacles and accepts responsibility, and upholds standards and responsibilities.  
**Community Dimensions of Practice:** Provides information and support as needed for programmes that support Community initiatives; Demonstrates functional proficiencies and shows knowledge of the organization with regard to CARPHA's community partners.  
**Analytical/Assessment:** Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information; Uses information technology to store and retrieve data; Consistently does the right thing by performing with reliability.  
**Cultural competency:** Recognises the role of cultural, social and behavioural factors in the delivery of public health services; Adapts to strategies for interacting with persons from diverse backgrounds; Listens to customers, builds customer confidence, increases customer satisfaction, and responds to customer needs.  
**Communication:** Communicates well, both verbally and in writing; Effectively conveys and shares information and ideas with others; Listens carefully and understands various viewpoints; Presents ideas clearly and understands relevant detail in presented information; Acts to build trust, inspire enthusiasm, encourage others and develops consensus in creating high performance teams.

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

- Sound knowledge of financial principles and regulations
- Firm understanding of project financing and project management issues
- 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

**7 Education (Qualifications)**

Professional accounting qualifications such as ACCA, CPA or CGA.

**8 Experience**

At least 3 years experience in project or departmental accounting.

**9 Languages**

Good command of the English language.

**10 IT Skills**

Experience in project or departmental accounting. Working knowledge of QuickBooks accounting software and ERP tools.