

## Vacancy - EU - Senior Project Officer

The Caribbean Financial Action Task Force is strengthening capacity at its Secretariat through the appointment of a **Senior Project Officer** to be part of the Project Team for the European Union funded project “Implementation of the Mutual Evaluation Programme”.

<b>Position:</b>	Senior Project Officer
<b>Objective:</b>	The Senior Project Officer will perform a variety of tasks related to the maintenance and processing of project cost and accounting records, including providing effective and efficient overall administrative support to the project team as directed.
<b>Location:</b>	CFATF Secretariat, Level 21, Nicholas Tower, Port of Spain, Trinidad and Tobago
<b>Reports to:</b>	Project Manager
<b>Remuneration:</b>	Annual range - TT \$180,000 to TT\$216,000
<b>Duration of contract:</b>	Five (5) years

### **SENIOR PROJECT OFFICER**

#### Accounting Responsibilities

1. Preparing, processing, monitoring and verifying all expenditures for the Project ensuring that all procedures are followed;
2. Maintaining all financial databases including maintaining the General Ledger and all Sub-Ledgers, inclusive of preparing reconciliations (bank, accounts receivable and payable etc.), and ensuring accurate records of daily income and expenditure transactions are maintained;
3. Managing the budget for the project. This includes developing, maintaining preparing and analysing periodic reports that compare budgeted costs to actual costs;
4. Providing regular reporting and advice to the Project Manager on the best use of available financial resources;
5. Preparing required financial statements/reports to the EU and CARIFORUM as required in a timely manner;
6. Preparing monthly staff payroll making relevant and timely remittances to the Board of Inland Revenue and National Insurance Board;

7. Preparing Value Added Tax Returns making and resolving appropriate enquiries where necessary;
8. Preparing financial reports for audit along with audit schedules including communicating with auditors to finalize for presentation to the EU; and
9. Training relevant staff where necessary on processes and procedures in the use of financial systems as required.

#### Administrative responsibilities

10. Ensure quality control of all project documentation;
11. Ensure all documentation relating to the project are maintained and where necessary uploaded to the project website;
12. Draft correspondence and other documents as required;
13. Assist in the timely preparation of Project reports;
14. Organise travel arrangements for Project team and/or other stake holders as necessary;
15. Deal with reception of visitors, mail and photocopying;
16. Undertakes any other administrative duties under the direction of the Project Manager.

#### Qualifications, Experience and Skills Profile

- Degree in Accounting/Management or related expertise;
- Minimum of two (2) years' experience in an accounting role;
- Experience working in a project team and/or knowledge of EU procurement procedures would be an asset.
- Experience in the preparation of Financial reports and audit schedules; o Payroll, National Insurance, Health /surcharge and TD4 certificates o VAT returns.
- Experience in the use of QuickBooks
- Must have the ability to perform in a fast-paced environment
- Proven decision making, research and analytical problem-solving skills
- Time management with the ability to organize, assess and prioritize multiple tasks, projects, and demands, and to work independently
- Possess strong verbal and written communication skills, and interact effectively at all levels within the organisation
- Excellent computer-related skills (MS Office Suite);
- Excellent interpersonal skills and the ability to manage multiple and complex relationships.

#### APPLICATION INSTRUCTIONS

To apply for this position please submit:

1. An application cover letter;
2. A copy of your current Curriculum Vitae including personal contact details;
3. Two letters of reference, one of which must relate to your professional ability;
4. A copy of your passport photo/ bio-data page;

5. A current police record certificate issued from your country of origin or from the country where you were last employed for two or more years and
6. Copies of relevant qualifications.

#### APPLICATION SUBMISSION

Interested parties should submit their Curriculum Vitae and supporting documents via e-mail to: [cfatf@cfatf.org](mailto:cfatf@cfatf.org).

**APPLICATION DEADLINE:** Thursday, June 21, 2018.

**Unsuccessful applications will not be acknowledged.**