

**TERMS OF REFERENCE**  
**FINANCE OFFICER, CRN+**

The Caribbean Regional Network of People Living with HIV/AIDS (CRN+) is the authentic voice of Caribbean People Living with HIV/AIDS (PLHIV). As a full and equal partner in the collaborative fight against HIV/AIDS, CRN+ is driven by PLHIV making a meaningful difference to their lives.

**OBJECTIVE OF POSITION**

The Finance Officer will support the implementation of accounting and administrative activities to ensure the effective and efficient management of the Financial Management system of the organisation through the maintenance of appropriate records and reports. He/She will provide administrative support to CRN+ in relation to the management and conduct of accounting activities.

**SCOPE OF WORK**

The officer will contribute to the fulfillment of the tasks required to attain the stated financial management objectives of CRN+. These will include, but are not limited to:

**Core duties**

- Operational Monitoring of the preparation of Draft financial reports and the corresponding schedules for CRN+.
- Update and maintain accounting records, including those which calculate expenditures, receipts, accounts payable and receivable according to established procedures.
- Record all transactions and post debits and credits in Accounting Software.
- Operational Lead for the preparation of Budget Submission for funding agencies.
- Revision of Budget in keeping with expenditure pattern and initiating approval process.
- Monitor expenditure to ensure that they are in keeping with allocation and signal any deviation.
- Support the preparation monthly Liquidation Reports.
- Provide accurate information in a timely manner to facilitate completion monthly report for executive management meeting and Annual Reports.
- Prepare reports and summaries for project supervisors and managers/coordinators.

## Caribbean Regional Network of People Living with HIV/AIDS (CRN+) #6 Pembroke Street, Port of Spain, Trinidad and Tobago

Email: [info@crnplus.com](mailto:info@crnplus.com); website: [www.crnplus.com](http://www.crnplus.com); Facebook: [www.facebook.com/crnplus](http://www.facebook.com/crnplus)

- Prepare bank deposits and withdrawals by compiling data from accounts, verifying and balancing receipts, and sending and receiving payments to the bank.
- Handle payments to staff, consultants, networks/ grants and other project related matters.
- Make purchases, prepare invoices, and keep track of accounts.
- Ensure the completeness and accuracy of data on accounts.
- Any other additional tasks as required by the Project Coordinator in support of CRN+ work.
- Provide financial management oversight support to CRN+ networks including training and capacity development of grantees in financial management and related reporting
- Support the strengthening of the accounting processes in CRN+.
- Any other activity that is required within the framework of their duties at the institution.

### DURATION OF ASSIGNMENT:

*One year contract with option for renewal*

### REPORTING RELATIONSHIP

The Accounting Officer will report directly to the Project Coordinator

### COMPETENCIES REQUIRED:

- Sound knowledge and understanding of accounting principles and practice
- Above basic Proficiency in the use of critical software and applications, including **Microsoft Office Suites** and **QuickBooks**
- **Knowledge of project accounting or experience with accounting for project funding**
- Familiarity with payroll packages and statutory reports
- Excellent organizational skills and the ability to work under pressure and meet set deadlines.
- Ability to work independently as well as collaboratively
- Problem solving skills and the ability to manage workload with a number of variables
- Attention to detail and accuracy
- Analytical skills
- High level of personal initiative, integrity and organizational skills.
- Must possess good communication skills

### MINIMUM REQUIREMENTS



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- At least ACCA Level 2 or Bachelor's Degree in Accounting with a minimum of three (3) years' experience.

**APPLICATION PROCESS**

- a. A cover letter
- b. Curriculum vitae outlining relevant experience

Deadline for submission is January 21, 2022 at 5:00 pm EST to be emailed to [info@crnplus.com](mailto:info@crnplus.com) and [jshepherd@crnplus.com](mailto:jshepherd@crnplus.com) with the subject Project Officer and addressed to Project Coordinator – CRN+.