

**CARIBBEAN AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE**

**POSITION DESCRIPTION**

<b>DATE OF PREPARATION</b>	:	2016
<b>APPROVED BY</b>	:	_____
<b>POSITION TITLE</b>	:	Administrative Assistant
<b>DEPARTMENT</b>	:	
<b>COUNTRY</b>	:	Multi

**FUNCTION:**

Responsible for carrying out general office, administrative, accounting and personnel functions, managing the Country Office's Human Resource/Accounting database and providing in-house Information Centre Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Types** drafts of correspondence, papers, reports, etc. as required, ensuring accuracy, neatness and appropriate presentation of all work.

**Receives** and screens incoming telephone calls, connects caller or redirects caller to area or person best suited for dealing with specific matter.

**Operates** office equipment such as computers, printers, photocopiers, facsimile machines, duplicating or calculating machines.

**Prepares** contracts for engagement or renewal and ensures that all contracts are duly signed and all other necessary documentation is completed, processed and filed.

**Prepares** Staff Roster as regards vacation leave and in this respect is required to examine records and prepare lists of employees eligible for leave.

**Assists** in the administration of the Institute's Health, Insurance and Pension Plans and must maintain Registers of these Plans and ensure that all matters relating to the administration are handled in accordance with stipulated requirements.

**Ensures** the confidentiality and/or safe keeping of all information, correspondence, documents, materials and equipment assigned to the Unit and must establish and maintain an efficient system of records management in chronological, alphabetical or numeric sequence to allow for easy reference and retrieval when required.

**Organises** travel and accommodation arrangements for CARDI Staff on official trips related to the Unit.

**Arranges** secretariat for CARDI meetings and conferences to be held in the Unit or in-country.

**Procures** material for office and kitchen supplies as well as for laboratory and other agronomic work in Unit.

**Prepares** journals for General Ledger input, letters, reports and audit schedules.

**Releases** data in the accounting database and posts transactions to the General Ledger

**Receives** cheque and other payments, enters payments and prepares receipts.

**Prepares** cheques and Cash Payment Vouchers (CPV's) for payment, and monthly statement of liabilities. Also makes disbursements and keeps records of petty cash.

**Prepares** reconciliations of General Ledger Accounts including Bank Reconciliation, cash position, electronic cash book and schedules for forwarding to Finance Unit.

**Prepare** payroll and make all statutory payments.

**Maintain** Register of Fixed Asset

**Assist** in Annual Audit

**Keep** record of all Accounting Data

**Assist** in Budget preparation.

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

**REPORTING RELATIONSHIPS** : Reports to CARDI Representative/Head of Unit

**PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

**Internal** : All departments within the Organisation

**External** : Government and Business organisations, and Agencies associated with CARDI.

**EXPERIENCE**

Six years on the job secretarial experience in Office Practice and Administrative Procedures.

**QUALIFICATIONS:** Five CXC (general proficiency) or GCE (O'Level) subjects including English Language and Mathematics. Certified Accounting Technician Part II (ACCA 1 or similar qualifications). Secretarial Science Diploma. Advanced Typewriting, Computer skills in Word Processing and Spreadsheet management are a necessity. Shorthand may be required occasionally.

Police Certificate of Good Character.

**Signature of Employee:** ..... **Date:** .....

**Signature of Manager/Supervisor:** ..... **Date:** .....