

CARIBBEAN AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE

POSITION DESCRIPTION

DATE OF PREPARATION	:	2016
APPROVED BY	:	_____
POSITION TITLE	:	Administrative Assistant
DEPARTMENT	:	
COUNTRY	:	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:**