# TERMS OF REFERENCE

**JOB POSITION:** Accounting Assistant  
**DUTY STATION:** Trinidad and Tobago  
**DURATION:** 12 months

| **GENERAL INFORMATION** | The Caribbean Agricultural Research and Development Institute (CARDI), invites suitably qualified candidates to apply for the position of Accounting Assistant, in Trinidad and Tobago, for a period of 12 months.

The successful candidate will support the implementation of activities under the “Conserving Coastal Coconut Palms” project under the Harnessing Innovative Technologies to support Resilient Settlements on the Coastal Zones of the Caribbean (HIT RESET Caribbean). HIT RESET Caribbean is funded by the ACP Innovation Fund, OACPS Research and Innovation Programme, a programme implemented by the Organisation of African, Caribbean and Pacific States, with the financial contribution of the European Union’. The project is implemented by the University of the West Indies in partnership with the Caribbean Disaster Emergency Management Agency and Anton de Kom University of Suriname. |
| **TYPE OF CONSULTANCY** | Individual intra muros (Local) |
| **SCOPE OF WORK** | Tasks will include assisting in:

- Performing day to day accounting tasks such as keeping records of cash transactions using the Institute’s financial management software – Microsoft Dynamics SL.
- Preparing purchase requisitions, memos, etc. for the procurement of equipment, supplies and materials for project use,
- Routinely liaising with CARDI Country Representatives, Project Coordinator and Administrative Assistants to receive updates on the project finances,
- Preparing weekly and/or monthly financial updates for the CARDI Project Coordinator
- Preparing Quarterly financial reports as per the donors’ specifications and guidelines
- Ensuring all financial transactions are properly documented, inclusive of all supporting documents,
- Routinely liaising with donors’ accounting department to ensure requirements |
are met,

- Budget monitoring and ensuring expenditure of project funding is made in accordance with implementation procedures and approved by the Project Coordinator,
- Check budget lines to ensure that all transactions are correctly booked to the correct budget lines
- Maintain a system with copies of all invoices and supporting documents for the disbursements throughout the Project.

Additionally, the Accounting Assistant will:

- Produce financial documents that mobilize the project’s activities in conjunction with, and under the direction of, the CARDI Country Representative.
- Maintain and update the financial records of the project for internal and external auditing purposes
- Report any actual or potential financial issues to the Finance Manager

| DELIVERABLES | Monthly Reports of the above tasks undertaken and completed.  
              | Compilation of all financial documents |
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Further deliverables to be identified by supervising officer (CARDI Country Representative).

| REQUIRED QUALIFICATIONS AND TECHNICAL SKILLS | The successful candidate will have the following qualifications:  
                                            | Minimum of two (2) years of professional working experience  
                                            | Diploma/B.Sc. in accounting, finance, or a related field  
                                            | Experience with Microsoft Dynamics SL is desirable |

| BASIS FOR PAYMENT | Deliverables ☒Person-days/Persons-weeks/Person-months |