



TERMS OF REFERENCE AND SCOPE OF SERVICES

ACCOUNTING OFFICER

Duty Station: GCNA Business Complex, Kirani James Blvd, St. George

BACKGROUND OF THE RURAL DEVELOPMENT UNIT

The Government of Grenada has established a Rural Development Unit (RDU) in 2019 with the intention to initiate, facilitate, coordinate and act as a catalyst for the implementation of rural development programmes, leading to sustainable and improved standard of living in rural communities.

This Unit consist of two main Rural Development Projects; the Resilience Integration Programme Promoting Environmental Sustainability (RIPES) and the Basic Need Trust Fund (BNTF).

The specific objectives of the Rural Development Unit are;

- i. Provide comprehensive farm development support to small and medium farmers in a sustainable manner (climate smart) for improved livelihoods
- ii. Facilitate the development of rural enterprises and small industries for sustainable jobs in rural communities.
- iii. Increase job opportunities through training (skills development) for rural youths.
- iv. Facilitation of essential infrastructure development to support economic and social advancement.

BACKGROUND OF THE BASIC NEEDS TRUST FUND (BNTF) PROGRAMME:

The Basic Needs Trust Fund (BNTF) Programme is a Regional grant-funded initiative of the Caribbean Development Bank (CDB) which started over 42 years ago and is now in its eleventh phase. BNTF is one of the CDB's key instruments for addressing poverty reduction by providing access to basic public services through the provision of social and economic infrastructure and the development of skills to enhance employability, community management and engagement. The eleventh phase of the BNTF Programme (BNTF 11) will continue to assist poor and vulnerable communities in nine BNTF Participating Countries (PCs), vis., Belize, Dominica, Grenada, the Co-operative Republic of Guyana, Jamaica, Montserrat, Saint Lucia, St. Vincent and the Grenadines and Suriname. The BNTF Programme also includes a Regional Coordination component which is managed by CDB and supports programme implementation and management, and monitoring and evaluation.

Each PC has an established Implementing Agency (IA), which reports to an executing ministry, and is responsible for the administration of sub-projects in the respective country. BNTF 11 focuses on three key sectors/areas: Education and Human Resource Development (including citizen security, youth at risk, livelihoods and micro-enterprise development); Water and Sanitation and Basic Community Access and Drainage. The construction of the sub-projects in



these sectors/areas ensures gender-inclusive participation by communities and transparency in community decision-making in the identification and priority setting process

Objective:

The Accounting Officer (AO) is responsible to the Project Manager (PM) for the operation of the financial and administrative systems. The AO will manage the preparation of budgetary and financial reports, financial statements, the annual budget, withdrawal and disbursement requests, and provide inputs for financial and performance audits.

Qualification and Experience:

The AO should possess:

- A bachelor's degree in accounting or a related field, or a mid-level accounting professional qualification (e.g., Level 2 ACCA, Level 3 CGA).
- A minimum of three years of accounting experience.
- Proficiency in computer applications, including spreadsheets, database management, and word processing.
- Strong written and oral communication skills.
- Prior experience with donor-funded or project-related work is an asset.

Position Responsibilities:

The duties of the AO are as follows:

(a) Formulation and Operation of Systems

- Develop and implement financial procedures in accordance with general accounting standards and principles.
- Establish administrative procedures to guide staff.
- Ensure adherence to procedures for internal control and quality management of BNTF funds.



(b) Annual Budget

- Prepare and submit the annual operational budget to the Project Manager/Coordinator for presentation to the Oversight Entity (OE).

(c) Reports and Statements

- Prepare and submit budgetary and financial reports and statements, based on data systems, for review by the PM and funding institutions.

(d) Operational

- Prepare and submit withdrawal and disbursement requests to the Caribbean Development Bank (CDB) in accordance with its Disbursement Guidelines.
- Allocate, monitor, and control expenditures for the Implementing Agency (IA).
- Manage payroll and relevant worksheets.
- Monitor project accounts and execute payments to suppliers, contractors, trainees, and training agents.

(e) Audits

- Supervise the execution of financial and performance audits conducted by external auditors.

(f) BNTF CRM Platform

- Supervise and maintain financial records using the BNTF module of CDB's CRM platform, in accordance with the Operations Manual.
- Perform any other Financial Management duties that may be assigned by the HRD.

Performance Indicators:

Performance will be measured annually based on key indicators, including:

- **Accuracy in fund utilization:** Comparing forecasts with actual fund use.
- **Standardized record keeping:** Maintaining consistent and compliant financial records.
- **Timeliness of reports:** Producing accounts and reports within stipulated deadlines.
- **Audit outcomes:** Achieving unqualified audit reports and complying with financial regulations.