

CONSERVATION INTERNATIONAL JOB DESCRIPTION

Position:	Finance Associate <small>Position Title</small>	Guyana <small>Program Name</small>
Dept and Division:	Operations/Guyana <small>Department Name</small>	Americas Field Division <small>Division Name</small>
Supervisor:	[Kamini Narine] <small>Supervisor Name</small>	Operations <small>Supervisor Department</small>
	Accounting Manager <small>Supervisor Title</small>	206 <small>Supervisor Extension</small>
Employment Type:	Three years Fixed-Term	5 days/wk 40 hrs/wk
Reason for Job Description	New Position, Addition to FY Budget/Headcc	Employee Name XXXXXX

This section to be completed by Human Resources: **FLSA:** *Non-Exempt* *Exempt*

Summary:

The Finance Associate is a member of the Operations Team responsible for executing day to day transactions. The Finance Associate will support the Accounting Manager in ensuring the achievement of key milestones and metrics. The Finance Associate will assist in guiding the CI-Guyana team on key processes to ensure compliance with Accounting Policies and Guidelines.

The Finance Associate will undertake day-to-day financial transactions; cheque requests, petty cash management, reimbursements, maintenance of the filing systems and asset register, sending and distributing mail/banking support relevant to finance functions, and providing related ad-hoc operational support.

Key Responsibilities:

Task/Duty/Responsibility	Percentage of time
<p>Support the Finance Department in the following areas: The Finance Associate performs duties which are in direct support of the Accounting Manager, in the execution of deliverables for the over-all achievement of operational excellence:</p> <ul style="list-style-type: none"> • Performs banking and cash transactions on behalf of CI-Guyana. • Prepares payment forms, cheques, travel/project disbursements/reimbursements, and other related financial transactions. 	90%

<ul style="list-style-type: none"> • Manages CI-Guyana’s petty cash system including payments, daily reconciliations and replenishments. • Processes invoices, journal entries and other accounting entries into CI’s Business World Accounting System. • Maintains the bank and check register. • Supports the entire payroll process in an efficient manner. • Remits all payments to the Guyana Revenue Authority and National Insurance Scheme on a monthly basis. • Maintains the filing system on a perpetual basis. • Prepares the monthly reconciliations including bank, receivables, payables and the like. 	
<p>Support the Operations Department in the following areas:</p> <ul style="list-style-type: none"> • Maintains the asset register. • Physically verifies and tag assets on an annual basis. • Supports the Grants Coordinator with the Grants and Contract filing system (digitally & physically) 	10%

Education, experience, skills and abilities:

- Minimum of five (5) subjects C.X.C, including: English and Mathematics
- Diploma from a University or a Professional Accounting Body (ACCA / AAT).
- Two (2) years of experience in auditing or accounting field.
- Excellent organizational skills, ability to maintain accurate and detailed records.
- Computer literacy, especially the ability to use spreadsheets and Accounting Software.
- Excellent interpersonal skills and a willingness to learn.
- Strong organization and communication skills. Ability to prioritize and manage high volume and varied tasks and meet deadlines.
- Service focus. Courteous, tactful, and proven ability to work effectively with others from a variety of disciplines, cultures and backgrounds.
- Proven time management skills and the ability to meet deadlines.
- **Responsibility, efficiency, reliability, tact, and ability to handle confidential information.**

Supervisory responsibilities/Authority allocated:

- Does not directly supervise staff but assists peers and helps direct the work of interns, temporary employees, contractors, or volunteers.
- Not accountable for preparing an operating budget but helps track and monitor expenditures.
- Initiates check requests or similar transactions as directly approved by supervisor.

Working conditions:

- This Position normal duty is performed in the Office.
- This Position may be required to travel to communities.
- The person in this position may be required to travel to the field for periods of time while in the field regular office hours (9:00 - 17:00hrs) may not be observed and hours of work are flexible according to the work to be done . While in the field, persons would be provided with accomodation free of charge. The person will either receive a perdiem or meals will be provided, at the option of CI-Guyana

Other:

- Good Interpersonal Skills
- Should be able to handle confidential information.
- Excellent Interpersonal Skills
- Proven accuracy and attention to detail.

CI Values: *We expect that all employees will embrace the values of our organization.*

- **Passion:** We are inspired by nature and cherish the diversity of life in all of its forms.
- **Respect:** We respect and trust each other, and we embrace our diversity of cultures, talents, and experiences.
- **Integrity:** We act with integrity and are accountable for our actions.
- **Optimism:** We are optimistic about the future of life on Earth and are confident that, with our partners, we will achieve unprecedented conservation results.
- **Courage:** We tirelessly pursue our vision, taking bold action and persevering through challenges.
- **Teamwork:** We work together, recognizing that openness, collaboration and cooperation are fundamental to achieving a healthy and prosperous world for all.

Approval/Acceptance of Job Description

Kamini Narine

Position Supervisor name	<i>Signature</i>	Date
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David Singh

Division Head name	<i>Signature</i>	Date
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Employee name	<i>Signature</i>	Date
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Lancelot France-Cummings

Operations Director name	<i>Signature</i>	Date
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