



Terms of Reference

Finance Coordinator

Reports To: The Finance Coordinator will report to Executive Director.

Direct Reports: Support Staff Finance Unit

Job Overview:

The Finance Coordinator will be stationed at the BSIF's Headquarters in Belmopan and is responsible for the formulation and operation of the financial system, preparing budgetary and financial reports, financial statements, the annual budget, withdrawals, and disbursement requests and supervising the internal audits and management information system.

Responsibilities and Duties:

- Formulation and Operation of Systems: Develop/improve financial procedures and systems for financial functions including the preparations of manuals and guidelines as required. Ascertain that procedures are adhered to for the maintenance of internal control and proper management of SIF funds.
- Annual Budget: Prepare and submit the annual operational budget to the Executive Director for presentation to the Board Of Directors after collaborating with Unit Managers regarding projected program and project Expenditures.
- Reports and Statements: Prepare and submit accurate financial reports and statements derived from the accounting system to the Executive Director, ensuring compliance with donor and funding agencies' requirements. Provide advice and recommendations to the Executive Director on budget spending to support informed decision-making.
- Operational requests: Prepare and submit withdrawal and disbursement requests for the operation Of SIF to funding agencies and oversee overall program and project expenditures.
- Audits: Supervise the conduct of internal audits and coordinating with external auditors.
- Supervise all staff of the Finance Unit, monitoring their performance and professional conduct in carrying out the duties of the Unit.
- Assume responsibility for the fund's assets assigned to his/her for the execution of his/her duties.
- Perform any other duties for the effective functioning of the organization.

Qualifications and Experience:

Qualification

- At least a Bachelor's Degree in Finance, Accounting or related field.

Experience:

- Minimum of five (5) years of experience providing accounting services adhering to strict financial guidelines, including at least two (2) years in a supervisory role. Experience working with international funding agencies projects would be an asset).
- Minimum of three (3) years of experience working with automated financial information systems, preferably QuickBooks.

General Knowledge:

- The ability to demonstrate professionalism in fulfilling the requirements of the position.
- The ability to effectively manage one's time in a situation of competing demands to meet deadlines.
- The ability to supervise and monitor staff including conflict resolution.
- The ability to work on own initiative without direct supervision.
- Good command of the English language.
- Good written and verbal communication skills.
- Proficient in keyboarding, MS Word, MS Excel, MS Power Point, and QuickBooks accounting software.
- Excellent customer service.
- Comfortable with emails, text messages, reprographic equipment.
- Excellent interpersonal skills.
- Positive attitude to get along with a high-performance team.