



TERMS OF REFERENCE AND SCOPE OF SERVICES

ACCOUNTS CLERK

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) 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 Rural Development Projects; the Climate Smart Agricultural Enterprise Programme (SAEP) Phase II 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.

GENERAL DUTIES AND RESPONSIBILITIES:

The Accounts Clerk will be required to provide financial and administrative services to the programme, in an effective and efficient manner that will ensure the accurate and timely maintenance of accounts payable records and transactions. He/she will complete payments through the receipt, processing, verification and reconciliation of invoices and payment documents. These services are to be undertaken with the highest standards of trustworthiness, honesty and confidentiality.

SCOPE OF WORKS/SERVICES:

The Account's Clerk will perform the following duties and responsibilities:

1. Assist the Finance Manager with the preparation, entry and filing of Payment Vouchers to ensure that finances are maintained in an effective, up to date and accurate manner.
2. Provide administrative support to the Finance Manager in order to ensure effective and efficient office operations.
3. Assist with the maintenance of a filing system for all financial documents.
4. Ensuring the confidentiality and security of all financial and employee files are maintained.
5. Assist the Finance Manager in the preparation of interim and final reports (monthly, quarterly, semi-annual and annual reports).
6. Assist the Finance Manager with the maintenance and preparation of the Non- Current Assets Register and update files accordingly.
7. Maintain, track and update the invoice payment register.
8. Prepare journals to update general ledger on the Government of Grenada Financial System.
9. Assist in the preparation of Withdrawal Applications
10. Assist Finance Manager with the preparation of documents for Financial Audit
11. Prepare expenditure statements, including monthly fuel reports.
12. Assist the Procurement Unit in processing invoices
13. Undertake any other relevant duties that may be assigned by the Finance Manager from time to time.

QUALIFICATION, EXPERTISE AND COMPETENCIES

The candidate must possess the following:

- (a) Minimum of an Associate Degree, Diploma, or Certificate in Accounting, Finance, Business Administration, or a related field;

OR

- (b) A recognized professional accounting qualification, such as Certified Accounting Technician (CAT) Level III or higher, ACCA Applied Knowledge Level or higher, or an equivalent accounting certification

Experience:

- Minimum three (3) years or more proven work experience in accounting (eg. bookkeeping, accounts payable, or a related financial role).
- Knowledge of basic bookkeeping procedures and accounting practices.
- Familiarity with basic accounting principles, standards, and regulations to ensure compliance and accuracy.

- Proficiency in accounting and bookkeeping software, as well as Microsoft Office applications, particularly Excel.
- Ability to maintain confidentiality and handle sensitive financial information with integrity and professionalism.

Competency:

- Demonstrated sound work ethic.
- Honest, trustworthy, and respectful.
- Strong numerical, analytical, and problem-solving skills.
- Excellent interpersonal and communication skills, including verbal and listening skills.
- High level of accuracy and attention to detail.
- Strong organizational and time management skills.
- Flexible and adaptable in a dynamic work environment.

ACCOUNTABILITY:

The Accounts Clerk is accountable to the Finance Manager and through the Finance Manager to the Head of Rural Development for the proper performance of her duties.