



Terms of Reference

Position title:	Finance Officer
Location:	Flexible within the insular Caribbean

I. BACKGROUND

Established in 2012, the CBF is a regional environmental fund whose mission is to ensure continuous funding for conservation and sustainable development in the Caribbean. The CBF was designed to accommodate the receipt, investment, distribution and monitoring of conservation funding throughout the region. The CBF has three main goals:

1. To build effective and reliable organizational structures for the CBF and its Caribbean Sustainable Finance Architecture (CSFA).
2. To expand the CBF's thematic and geographic scope.
3. To increase funding for the CBF and the CSFA.

The Fund has a flexible structure to implement innovative solutions for resource mobilization at the regional level through a range of financial instruments. Currently, the CBF manages a total of USD175 million, including USD 95 million endowment in its Conservation Finance Program, which aims to support 12 countries across the region, a USD 50 million sinking fund for Ecosystem-based Adaptation – the EbA Facility- which anchors the CBF's Climate Change Program; and a USD 30 million sinking fund for Advancing Circular Economy – the ACE Facility which anchors the Nature Based Economy Program.

Under the Conservation Finance Program (CFP) approximately USD 80 million is managed which aims to support 12 National Conservation Trust Funds (NCTFs) in 12 countries across the region. The countries are: Antigua & Barbuda, The Bahamas, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts & Nevis, St. Lucia and St. Vincent & the Grenadines through the CBF Endowment Fund. The main funder of the CBF Endowment Fund to date is German Development Bank (KfW).

Under the Ecosystem-based Adaption (EbA) Facility approximately USD 50 million is managed which aims to distributes grants directly to local, national and regional projects through competitive calls for proposals that build and bolster effective climate change adaptation measures in the marine and coastal zone of the insular Caribbean. Grants focus on helping communities adapt to the adverse effects of climate change, reduce disaster risks, and build resilient ecosystems and economies. These actions include restoration and rehabilitation of ecosystems, reduction of land-based stressors, measures to reduce pressures and physical damage to ecosystems, installation of artificial reefs, and grey-green infrastructure (hybrid solutions).

Under the Advancing Circular Economy (ACE) Facility approximately USD 30 million is managed which aims to contribute to the reduction of marine pollution in the Caribbean through the promotion of sustainable circular economy interventions. The Facility aims to finance priority circular economy projects, improve the framework conditions for blue economy and engage local Caribbean communities in reducing marine pollution. Key results of the Facility is to prevent or remove litter, provide direct support to improve resilience to climate change and create and strengthened partnership that promote blue circular economy in the Caribbean.

II. POSITION SUMMARY

The CBF seeks a **Finance Officer (FO)** with a proven record of success in institutional financial management, including budgeting accounting, and grant-making financial management. The Financial Officer will provide support to CBF Programs and the CBF Senior Finance Officer (SFO) on the timely financial information on all grantmaking programs in compliance with the CBF legal and operational procedures and requirements to facilitate effective management and reporting to the CBF Board and Donors.

The Finance Officer will report to the SFO and will enter into a contract agreement with the CBF. This position is open to individuals only.

III. DUTIES AND RESPONSIBILITIES

A. General.

1. Support SFO in the financial and procurement review to CBF's beneficiaries and grantees.

2. Support the Senior Finance Officer with report preparation, budgeting and forecasting for all programs and projects.
3. Assists SFO in preparation and support to CBF Finance Committee.
4. Supports SFO in maintaining up-to-date financial management policies and procedures.
5. Assist SFO with operational budget monitoring and analysis.
6. Assists with other financial management tasks assigned related to the job.

B. Accounting

1. Maintain all schedules for the CBF Secretariat relating to funding and disbursements to CBF's beneficiaries.
2. Support the audit processes for the CBF as required for the organisation, and its donors.
3. Support the annual accounting process to include:
 - i. Ensuring all transactions relating to CBF beneficiaries are in QuickBooks.
 - ii. Support all CBF projects and programs accounts by the 10th working day of each month.
 - iii. Support general monthly, quarterly, and yearly financial statements generation as required.
 - iv. Support the maintenance of accounting schedules.
4. Support the preparation of budget for the CBF Secretariat.

C. Program Support

1. Leads CBF Programs' reviews, records and tracking of expenditures under grant-making
2. Ensures compliance with the internal financial policies and procedures when processing grants, payments and reimbursements.
3. Assists Program Managers on reviewing level of expenditure within grant agreements and determining level of funding to be disbursed to grantees following requests for funding.
4. Prepare financial program and project financial reports for approval by the Senior Finance Officer.
5. Support the disbursement process to CBF Beneficiaries.
6. Prepare program and project payment requests for approval.
7. Manage payment notifications to CBF team and stakeholders
8. Support the preparation of financial reports for donors and any other stakeholders as required.
9. Support the maintenance of the CBF Endowment Transaction Tracking System and the preparation of payment calculations and status updates to Partner NCTFs.

D. Travel expectation:

1. Travel is expected within the Caribbean region and internationally to monitor implementation at project sites, conducting financial and operations checks and advise CBF beneficiaries as required.

IV. REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS (evaluation criteria):

All candidates for the Finance Officer position must provide evidence of the following qualifications, experience and skills:

A. Education and Experience

1. An undergraduate degree from a recognized university in Accounting, Finance, Business Administration or equivalent.
2. At least 5 years of experience in financial management/accounting.
3. Prior experience with donor-funded projects will be an advantage.
4. Experience in grant-making programs will be a strong asset.
5. Command of word processing and accounting software including Word, Excel, PowerPoint, QuickBooks and others.
6. Exemplary verbal and written skills in English. Good or advanced knowledge of Spanish and/or French (conversational, reading and writing) would be an asset.

B. Technical Skills and Thematic Knowledge:

1. Demonstrated knowledge and understanding of accounting systems and procedures. Experience in the design and implementation of accounting and financial systems. Demonstrated proficiency in using accounting software and computer business desktop applications.
2. Demonstrated experience and organizational skills in budgeting for institutions and proposals making.
3. Demonstrated experience in leading, supervising and appropriately recording procurement processes.
4. Demonstrated experience in managing auditing processes.
5. Demonstrated experience in keeping and tracking transactions under grant-making programs.

C. Skills and Relationship Management:

1. Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
2. Experience in work with German/international cooperation programs and projects is an asset.

D. Other considerations:

1. **Proactive behavior:** Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly. Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken.

2. **Assertiveness:** Capacity to solve problems and represent CBF in an assertive manner.

V. HOW TO APPLY:

To apply for the Finance Officer, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org and ceo@caribbeanbiodiversityfund.org. All applications must be received by May 22, 2023 at 11:59PM UEST. Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is July 3, 2023.

A. Application documents:

1. Cover letter
2. Resume
3. Three references
4. Declaration of Undertaking

B. Selection Process:

1. Any application must contain all the information requested in Section V (A.) above.
Incomplete applications will be automatically eliminated from the review process.
2. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found in Section V (C.) below.
3. The top 4 candidates will be invited to conduct an interview. Interviews are tentatively scheduled between June 1, 2023 and June 9, 2023.

C. Selection Criteria and Evaluation Matrix

Selection Evaluation Matrix:			
Finance Officer			
		Maximum Score	Candidate's Score
A.	Education and Experience	45	
1	Degree	5	
2	Professional Designation	5	
3	Accounting/Grants Experience	20	
3	Caribbean/Regional Experience	5	
4	English knowledge	5	
	Spanish knowledge	3	
	French Knowledge	2	
B.	Technical Skills and Thematic Knowledge	30	
6	Donor knowledge	5	
7	Financial Grant Management	10	
8	Budget and Reporting knowledge	10	
9	Institutional Experience	5	
C	Skills and Relationship Management	15	
10	Interpersonal and communication skills	8	
11	Key Partner Experience	7	
D	Other considerations	10	
12	Proactive behavior	5	
13	Assertiveness	5	
	TOTAL SCORE	100	

Terms of Employment

The Finance Officer will enter into an employment or consultant contract agreement with the CBF. The Manager position will be contracted initially for two years and can be renewed, provided the Manager continues to meet and/or exceed the objectives set and tasks agreed upon. During the first year, a 3-month probation period shall apply. A review and evaluation will be conducted each year and will be the basis for a potential renewal. The selection for the Conservation Finance Program Manager will be in alignment with the below criteria:

- Potential flexibility for location within the Caribbean.
- This position is open to individuals only.
- Consulting firms or consortiums of are not eligible.
- No subcontracting is allowed.

Declaration of Undertaking

I underscore the importance of a free, fair and competitive contracting procedure that precludes abusive practices. In this respect I have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present tendering process or, in the event that I am awarded the contract, in the subsequent execution of the contract. I also declare that no conflict of interest exists in the meaning of the kind described in the corresponding Guidelines¹.

I also underscore the importance of adhering to environmental and social standards in the implementation of the project. I undertake to comply with applicable labour laws and the Core Labour Standards of the International Labour Organization (ILO) as well as national and applicable international standards of environmental protection and health and safety standards.

I will inform the CBF Secretariat of their respective obligations and of their obligation to fulfil this declaration of undertaking and to obey the laws of the country of [] (name of country).

I also declare that I have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that I will immediately inform the CBF if this situation occurs at a later stage.

I acknowledge that, in the event I am added to a list of sanctions that is legally binding on the CBF, the CBF shall be entitled to exclude me or, if the contract me, to immediately cancel such contract if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion from the tender procedure occurs after the Declaration of Undertaking has been issued.

.....
(Place)

.....
(Date)

.....
(Name of company)

.....
(Signature(s))

¹ See "Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries" and "Guidelines for Procurement of Goods, Works and associated Services in Financial Cooperation with Partner Countries"