

## **TERMS OF REFERENCE**

### **Finance Assistant – Healthy Caribbean Coalition (HCC)**

**Position Title:** Part-Time Finance Assistant

**Location:** Remote/ Based in Barbados

**Reports to:** Executive Director

#### **1. About the Healthy Caribbean Coalition**

The Healthy Caribbean Coalition (HCC) is an alliance of Caribbean civil society organisations (CSOs) working directly and indirectly on the prevention and control of noncommunicable diseases (NCDs), including mental and neurological disorders. HCC's mission is to harness the power of civil society - in collaboration with key national, regional, and global partners- to galvanise bold action for NCD prevention and care in the Caribbean, leaving no one behind.

#### **2. Position Summary**

The Part-Time Finance Assistant will support the day-to-day financial administration of the HCC and its projects, including accurate financial record keeping, financial tracking and budget monitoring, timely reconciliations, donor financial reporting, and strong documentation and compliance practices. The role is ideal for a detail-oriented and highly organised individual who is comfortable working within a small, dynamic regional civil society organisation environment and supporting multiple projects.

#### **3. Key Responsibilities**

- Prepare bank letters and supporting documentation for financial transactions
- Maintain accurate and up-to-date financial records in QuickBooks
- Conduct monthly bank reconciliations in a timely manner
- Support tracking and forecasting of project expenditures and budgets
- Assist with preparation of quarterly financial statements for accountant review
- Support preparation of annual financial records for audit processes
- Maintain organised digital financial filing and record management systems
- Assist with donor financial reporting and compliance requirements

- Supporting financial duties related to specific events such as in-person meetings.
- Process invoices, receipts, reimbursements, and payment documentation
- Support procurement and administrative financial processes as required
- Assist with strengthening internal financial systems and controls
- Provide general administrative support related to finance functions
- Review all financial transactions and identify and resolve any transactions lacking appropriate supporting documentation
- Develop protocols to strengthen internal financial systems and controls

#### **4. Qualifications & Experience**

- Diploma, Associate Degree, or Bachelor's Degree in Accounting, Finance, Business Administration, or a related field
- At least 5 years' experience in a finance or administrative support role
- Experience using QuickBooks or similar accounting software
- Strong proficiency in Microsoft Excel and Microsoft Office tools
- Excellent organisational skills and attention to detail
- Ability to work independently and manage deadlines effectively
- Experience working with CSOs, donor-funded projects, or regional organisations would be an asset

#### **5. Desired Competencies**

- High level of integrity and confidentiality
- Strong written and verbal communication skills
- Strong organisational and time management skills
- Initiative and problem-solving ability
- Ability to work collaboratively within a small team environment

#### **6. Expected Outputs**

- Timely preparation of all bank letters and digital filing of supporting documents
- Monthly bank reconciliations completed on time

- Financial records and supporting documentation consistently maintained and organised
- Timely preparation of supporting financial documentation
- Accurate project expenditure tracking
- Timely preparation and submission of donor financial reports
- Efficient support provided for quarterly financial statement reviews, reporting to the Board Finance and Audit Committee, and annual audit processes
- Timely preparation and presentation of financial reports to the Board of Directors and HCC membership
- Protocols for strengthening internal financial systems and controls

## **7. Application Process**

Interested applicants should submit:

- A cover letter
- Curriculum Vitae
- Contact information for two references

**The deadline for submission of applications is Monday 15 June 2026.**

Applications should be submitted via email to [hcc@healthycaribbean.org](mailto:hcc@healthycaribbean.org) with subject:

**FINANCE OFFICER APPLICATION – [INSERT NAME].**

Only shortlisted candidates will be contacted.