



Government of Antigua and Barbuda

Department of Environment
Ministry of Health and the Environment

Terms of Reference **Business Management and Accounting Officer**

Position:	The Department of Environment (DOE) is seeking an Individual to streamline the DOE's Strategic Business Plan and related accounting procedures.
Type of Contract:	Long term
Duration:	24 months
Location:	St. John's, Antigua
Languages Required:	English
Application Deadline:	
To Apply:	Email the Department of the Environment with the Subject line – Post of Business Management and Accounting Coordinator – at DOE@ab.gov.ag ;

Background

The DOE is Antigua and Barbuda's National Designated Authority (NDA) for the Green Climate Fund (GCF) and the National Implementing Entity (NIE) for the Adaptation Fund. As such, the DOE executes projects funded by the Global Environment Facility (GEF), Green Climate Fund (GCF), the Adaptation Fund (AF), and works with agencies such as the Organization of Eastern Caribbean States (OECS), the Caribbean Community Climate Change Centre (5Cs) and CARICOM. The DOE is projected to receive

funding from the Government and from the sources listed above that exceeds USD 4 million per year for the implementation of projects and programs. These projects and programmes reflect the full range of issues addressed under the EPMA (2015).

The DOE is also the custodian of the Sustainable Island Resource Framework (SIRF) Fund. To date the SIRF Fund business model has been approved by the Cabinet and the next steps is to further develop the accounting procedures to support the activities of the Fund and the DOE's engagement with local Executing Entities. These include: the Development Control Authority (DCA), Public Works Department, the Transport Board, Surveys Department, Lands, Agriculture, the Marine Ecosystems Protected Areas Trust (MEPA Trust), among others.

Some of the activities of the SIRF Fund include a revolving fund, major assets management, receipt of fees, fines and levy's and other sources of income and expenditure.

Purpose and Objective

The DOE is seeking a qualified individual in Business Management with a strong accounting background and knowledge. The individual will assist the DOE to continue to grow its business model of the fund while assisting in the further professionalization of the Accounts Unit. The Individual will work with the existing accounting systems and manuals, diagnose areas of improvement, and recommend and implement a strategy to improve auditing functionality in line with the respective requirements of the Government of Antigua and Barbuda, the GCF and the Adaptation Fund.

The DOE is seeking applications from candidates in the Antigua and Barbuda and particularly encourage women and persons with disabilities to apply.

Responsibilities

Specific responsibilities are to:

- To coordinate the implementation of the DOE business strategy;
- To directly coordinate the activities of the Accounting Unit;
- Comprehensively further develop the DOE's existing accounting systems and manuals, in the context of the DOE's projected responsibilities
- Develop recommendations to strategically improve accounting systems, in compliance with GCF fiduciary standards
- To assist with the deployment of knowledge from the experience of the accounting procedures for the SIRF fund, including procedures for the Revolving Fund and other areas of the business model of the Fund
- Identify suitable software for the DOE;
- Identify suitable software for the management of the DOE's projects and programs
- To train staff in the use of the software and manuals
- Report on the implementation of the Business and strategic plan of the DOE;
- Participate in Public Relations activities of the DOE;

- Other activities as may be requested by the Director of the Department of Environment

Management Arrangements

The successful applicant will be contracted by the Department of Environment (DOE) and will report to the Director. The Project Management Committee (PMC) will provide further oversight and review/approve recommendations.

Qualifications

- ✓ Curriculum Vitae(s) should demonstrate advanced degrees in finance, business, administration or related fields;
- ✓ An internationally recognized professional accounting qualification such as ACCA or CPA is required would be an asset ;
- ✓ Demonstrated track record providing strategic accounting assistance to public and private sector
- ✓ A demonstrated understanding of the financial laws and policies of the Government of Antigua and Barbuda;
- ✓ Familiarity with project management systems is a plus;
- ✓ Demonstrated leadership ability in a team-based environment;
- ✓ Demonstrated ability to motivate and promote collaboration amongst diverse teams and team members;
- ✓ Demonstrated analytical, problem-solving and negotiating skills with ability to balance core and project objectives and accounting requirements with client needs;
- ✓ Excellent written and verbal communication skills and an ability to interact and communicate effectively with senior government staff;
- ✓ Advanced computer literacy, including experience in word processing, strong use of spreadsheet and accounting software; and
- ✓ Fluency in English.