



Association of Protected Areas Management Organizations Vacancy

FINANCIAL MANAGER

A highly motivated and mature individual is needed to join Belize's leading network of protected areas management organizations. APAMO is an association of protected areas managers whose mission is to advocate for and contribute to the sustainability and proper management of Belize's protected areas for the benefit of communities and the nation. APAMO's core objectives can be summarized under six broad key areas which include: 1.) Advocacy; 2.) Policy; 3.) Financial sustainability 4.) Networking; 5.) Capacity Building; 6.) Improved standards for protected areas management.

The **Financial Manager** is responsible for ensuring excellence in the maintenance, control, management and reporting of financial information of the Association and will maintain the complete set of books for all financial transactions in accordance with generally accepted accounting principles and provide accurate financial statements to management and the Executive Council in a timely manner. The Financial Manager will also be expected to provide basic accounting support, training and supervision to APAMO's community based organization (CBO) member in an effort to build their capacities in proper financial management.

1. Key areas of responsibility will include:

1. Maintenance of APAMO's accounting systems for accurate and timely reporting to management, the Executive Council, funders and membership
2. Supervision of APAMO's Administrative Assistant/Bookkeeper
3. Support, train and supervise APAMO's CBO members

Tasks specific to the APAMO Secretariat include but are not limited to:

- A. Prepare execution, and record keeping of all bank deposits and bank reconciliations
- B. Supervise the entering of all payments of invoices to contractors and employees on a timely basis respecting and maximizing cash flow.
- C. Assist to plan and implement internal and external audit recommendations
- D. Supervise preparation of monthly payroll.
- E. Assist on forecast of current year operations on ongoing basis
- F. Maintain accessible accounting filing system
- G. Maintain and update the General Ledger accounts (Posting of check payment vouchers, Check journal/general ledger, Financial reports to include: Journal, Ledger, Trial balance, Income Statement and balance sheet, Closing of monthly transactions)
- H. Prepare/supervise the monthly reconciliation of all balance sheet accounts
- I. Maintain day-to-day financial control of the activities within budget
- J. Ensure that all finances are properly administered and monitored
- K. Advise on the proper allocation of resources
- L. Ensure appropriate financial regulations and controls are in place and in use at all times.

- M.** Assist in preparation/review of detailed budgets for approval by Executive Council
- N.** Prepare organizational monthly and quarterly financial statements/reports to the Executive Director and the Executive Council on income, expenditure and any variations from budgets.
- O.** Ensure that all financial reporting obligations are met in relation to submissions for funding, for grant aid, for contracts and any other initiatives.
- P.** Identify and implement plans for training and financial development needs
- Q.** Prepare any other financial information as required by Management
- R.** Ensure that all reports are filed with the necessary governmental agencies.

Specific Tasks specific to the APAMO Members CBOs:

- A.** Conduct assessment of APAMO's CBO members financial systems and process and identify priority training needs
- B.** Strengthen financial systems and processes
- C.** Develop and implement a training module to address training needs
- D.** Supervise and monitor financial management of APAMO CBO members
- E.** Oversee financial reporting of APAMO CBO members

2. Skills, Qualifications and Experience

- University degree in any of the following disciplines: Accounting, Public Administration, Business Administration, Economics, Management, Finance or related field
- At least 3 years of relevant working experience in financial resources and fund management.
- Excellent command and use of computerized accounting packages, especially Quickbooks
- Experience in management of funds from multiples of donors, preparation of balance sheets and budgets, also experience in the preparation and accomplishing financial annual audits;
- Ability to interpret financial procedures and standards and their application
- Bookkeeping experience in accounts receivables, accounts payable and reconciliation
- Demonstrated leadership abilities and Supervision skills
- Excellent interpersonal /communication skills; ability to work in a team environment
- Ability to work independently and leverage limited resources and staff for maximum impact;
- Experience working with NGOs and knowledge of project management would be an asset.
- Good public relations skills and ability to multi task; Adaptable and flexible

3. Terms of Employment

- The position will be based in Belize City. The initial appointment period will be for two years with the possibility of renewal subject to performance assessments and funding.
- Successful candidate will be expected to commence no later than **April 9th, 2012** and will report directly to the Executive Director

4. Application Process

Interested candidates are advised to send their CV and two letters of reference to e-mail address: execdirector@apamo.net with a copy to info@apamo.net

Closing date: April 2, 2012