



## **EMPLOYMENT OPPORTUNITY**

The Coastal Zone Management Authority and Institute (CZMAI) invites applications from suitably qualified persons to fill the post of ***FINANCE AND OPERATIONS MANAGER***.

### **Summary of Position:**

The Finance and Operations Manager is responsible for overseeing the implementation of CZMAI's financial management system in the context of CZMAI's policies and procedures in the areas of accounting, finance, and budget management. Additionally, s/he ensures the smooth functioning of key operational and administrative management services, including the supervision and guidance of a team of support staff.

### **Key Duties and Responsibilities (detailed ToR available upon request):**

#### *Financial Management:*

1. Ensure accurate and transparent recording of financial transactions in accordance with International Financial Reporting Standards (IFRS);
2. Update, implement and provide recommendations as required to improve internal financial controls for the proper and prudent management of CZMAI's resources;
3. Ensure strategic and operational monitoring and mitigation of financial management risks and liabilities;
4. Serve as Certifying Officer, ensuring that financial transactions are in compliance with relevant legislation, policies, and procedures;
5. Develop and propose new strategies and processes to improve CZMAI's financial management system;
6. Oversee and monitor expenses, cash flow, and budget performance for CZMAI and its programs and projects;
7. Prepare financial reports as required for internal management purposes, as well as externally for donor-funded projects and initiatives;
8. Provide oversight of the accounts receivable and accounts payable processes;
9. Coordinate the annual external audit, donor due diligence verification processes, etc., for CZMAI and programs.

#### *Financial Sustainability:*

1. Provide oversight and supervision of relevant strategic plans for marketing/sales, and the development of technical products/services to meet financial targets in support of delivering CZMAI's mission and objectives;

#### *Operations and Administrative Management:*

1. Provide oversight for the proper delivery of operations and administrative tasks;
2. Supervise contracts and service agreements with concessionaires, suppliers/vendors, etc., for the procurement and provision of goods and/or services;
3. Direct and oversee all operations-related activities for CZMAI building, room rentals, and Sport Fishing license sales;
4. Ensure preventative and corrective maintenance, servicing and repairs are conducted for field & office equipment, building, vehicles, and boats.

**Minimum Required Qualifications, Skills, and Experience:**

- Bachelor's Degree in Finance, Accounting, Business Administration, or other closely related disciplines.
- Five years' supervisory experience with emphasis on financial management and accounting
- Ability to establish priorities, plan, coordinate, and monitor own work plan and those under her/his direct supervision
- Service and solutions-oriented
- Demonstrated excellence in verbal and written communication skills
- Proficiency with computers (i.e Microsoft Office Suite) and relevant accounting software (.e.g Quickbooks)
- Must be a quick learner and exude a profound willingness to learn
- Excellent organizational and time management skills
- Ability to establish and maintain effective working relations both as a team member and team leader, flexible and ability to pay attention to detail

**Work Environment:**

The Finance and Operations Manager will be based at the CZMAI office in Belize City. However, when necessary, he/she will be required to work/travel to different parts of the country.

**Salary:**

Salary will be based on qualifications and experience.

**Application Procedure:**

Qualified and interested persons should submit a Letter of Application, Resume or Curriculum Vitae, Copies of Academic Records and other relevant credentials, Contact Details for Two (2) Referees, and a recent Police Record or receipt of payment for the record (i.e. within the past six months). Incomplete applications or applications not meeting the requirements stated above **WILL NOT** be accepted.

**Applications can be submitted electronically to the e-mail address [info@coastalzonebelize.org](mailto:info@coastalzonebelize.org) by the close of business on Monday, November 15, 2021. Kindly use the subject line "RE: Finance and Operations Manager Post".**