

## **ADMINISTRATIVE ASSISTANT – CARIBBEAN AGROMETEOROLOGICAL INITIATIVE (CAMI)**

### **PROJECT**

CAMI is an ACP-EU funded project under the ACP Science and Technology Programme. The overall objective of the project is to increase and sustain agricultural productivity at the farm level in the Caribbean region through improved dissemination and application of weather and climate information using an integrated and coordinated approach. To support this effort, CIMH seeks the service of a Technical Assistant specializing in Agrometeorology/Applied Meteorology.

The Administrative Assistant would be primarily accountable for administrative duties relating to the project assigned. Duties would involve calculations, verifications and postings to financial records such as general journals and preparing financial reports for the project report. The incumbent would also be required to construct correspondence for the approval and signature of Senior Personnel.

Duties would include but not limited to:

- Composing and filing correspondence
- Ensuring that vouchers, orders and invoices are arithmetically correct and are approved
- Entering accurate posting of accounting transaction information
- Preparing cheques for signature and updating balances
- Prepare reconciliations
- Management of project files electronically and manually
- Any other duties related to the administration of the project

### **Knowledge, Skills and Abilities**

Excellent interpersonal skills

Ability to communicate both in writing and orally

Good telephone etiquette

Knowledge of accounting principles

Computer literate

Initiative and tact

Ability to work without supervision

### **Qualifications**

BSc accounts and 3 years experience OR A-Level accounts or 10 years continuous working experience in accounts

5 years experience administrative duties

Competency in Quickbooks and Microsoft word

Applications for the position should be received no later than January 29, 2010. All applications should include the names of 3 referees. Applications should be sent to:

David A. Farrell, Ph.D., P.G.

Principal

Caribbean Institute for Meteorology and Hydrology

Husbands

St. James

Barbados

Tel.: 1-246-425-1362

Email: [dfarrell@cimh.edu.bb](mailto:dfarrell@cimh.edu.bb)