



## **NATIONAL AIDS COMMISSION**

*Responding to HIV/AIDS & TB in Belize*

3803 Durgeon Drive - Belize City, Belize Tel: (501) 223-7592 Email: [info@nacbelize.org](mailto:info@nacbelize.org)

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### **Terms of Reference (TOR): Finance & Administrative Assistant**

#### **A. BACKGROUND**

The National AIDS Commission (NAC) which also serves as the Country Coordinating Mechanism (CCM) for Global Fund Grants is directly accountable to the Office of the Prime Minister (OPM). The NAC, which was established in 2000 by an ACT, is mandated to coordinate, facilitate, and monitor the National Response to HIV/AIDS and Tuberculosis and the National Strategic Plan. The NAC also has the shared responsibility for advocacy and legislative reform.

#### **B. SCOPE OF WORKS**

The Finance & Administrative Assistant will be responsible for carrying out financial, administrative, operational, and logistical support activities. He/she will be responsible for aiding the NAC in general project implementation, management, and day-to-day liaison with counterparts. In doing so the Finance and Administrative Assistant must comply with the following functions:

#### **FINANCIAL MANAGEMENT FUNCTIONS**

- a. **Managing the budget:** this includes forecasting future income and expenses, creating budgets and balance sheets for the various projects and ensuring that spending is within budget limits.
- b. **Preparing financial reports:** The Finance & Administrative Officer will be responsible for preparing and presenting monthly, quarterly and yearly financial reports, reconciling bank statements, and updating financial systems with financial data.
- c. **Conducting financial transactions:** the Finance and Administrative Officer will oversee all financial transactions, including verifying invoices and issuing payments.
- d. **Ensuring compliance with financial regulations and laws:** the Finance and Administrative Officer must comply with all relevant rules and regulations. This includes ensuring that financial records are accurate and up to date.



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- e. **Using accounting software:** The Finance & Administrative Officer must keep an accurate record of all internal and external business financial transactions and perform financial audits wherever necessary and must have a working knowledge of QuickBooks.
- f. **External audit-** The Finance & Administrative Officer must provide support role in external audits including preparation of documents for internal and external donor audits, liaise with auditors on audit issues, facilitate auditors in performing onsite visits and assist in providing management responses to audit reports in a timely manner.

#### **ADMINISTRATION MANAGEMENT FUNCTIONS:**

- a. Ensure efficient and professional operation of the office including management of incoming telephone calls and correspondence.
- b. Provide secretarial and logistical support to the NAC.
- c. Assist the NAC Secretariat Staff in day-to-day functions and activities including the coordination and management of meetings and schedules.
- d. Assist the NAC Secretariat Staff with the printing, copying, collation, sorting, binding, and filing of documents.
- e. Responsible for maintaining and organizing office records and files.
- f. Responsible for keeping stock of office supplies and making arrangements to re-stock.
- g. Responsible for making travel arrangements for the NAC Secretariat Staff
- h. Maintain and update a contract ledger for all project contracts and workplans.
- i. Responsible for maintaining Human Resources files for each NAC Secretariat member of staff.
- j. Assist in keeping control over the maintenance performed over computer and office equipment and watch over the compliance of the corresponding contracts.
- k. Assist with overseeing the delivery of materials to ensure they are in good condition, preparing the respective reception certificates, as appropriate by the type of material received, and maintain stock controls.
- l. Schedule, attend and take minutes of NAC, Country Team Meetings and/or any other meeting as directed by the NAC Executive Director.
- m. Perform other functions of his/her area of expertise that may be assigned by the Executive Director.



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### **C. SUPERVISION AND REPORTING**

The Finance and Administrative Assistant will work under general guidance and report directly to the NAC Executive Director. The post will be based at the NAC Office in Belize City.

### **D. TERMS**

The post will be for two years, with an initial probationary period of 3 months subject to a performance evaluation as well as an annual evaluation.

### **E. QUALIFICATIONS AND EXPERIENCE**

The Administrative Assistant is expected to have:

1. An Associate Degree in Business Administration or related field with at least three years relevant working experience.
2. The Administrative Assistant must have proficiency in MS Office software, a background in administrative duties, excellent written and oral communications skills, superior organizational skills and must be deadline oriented. He/She must have the ability to prioritize assignments and function with minimal supervision.
3. Knowledge of Global Fund Grants is an asset.
4. Must have working knowledge of QuickBooks.

*Please send an electronic application package to [info@nacbelize.org](mailto:info@nacbelize.org) no later than close of business on Friday May 12, 2023. The package should include a cover letter, updated CV, copy of relevant academic qualification, copy of police record, and copy of social security card.*