



Terms of Reference

Finance and Administration Manager

Background and Role Description:

The Healthy Reefs for Healthy People Initiative is an alliance of multisectoral regional organizations monitoring the health of the Mesoamerican Reef, and analysing the decisions that affect it. Healthy Reefs for Healthy People is looking for a temporary Finance and Administrative Manager. A 6-month contract will be issued for the position, renewable based on satisfaction and funding. It is estimated to require up to 25 hours per week and has the following responsibilities:

- Manage current financial records including organizing/digitizing receipts, managing Excel spreadsheets for ongoing HRI projects, etc.
- Logistics assistance and planning for monitoring and other HRI activities
- Deliver a monthly financial and administrative report, including grant balances after expenses
- Assist with budget projections for staff salaries and program expenses across all grants
- Develop administrative / Human Resource systems
- Organize and digitize past financial records

Requirements:

- A Bachelor's degree in accounting, finance, administration or a related field
- A minimum of 3 years experience with accounting/project administration. Past experience with a conservation-focused organisation is an asset.
- Must have a mode of transportation and a valid driver's licence.
- Fluent in English. Spanish is an asset.
- Must be based in Belize City

Compensation:

Compensation is to be determined based on experience.

How to apply:

Send a CV including 2 references to Melanie Mcfield mcfield@healthyreefs.org and Nicole Craig craig@healthyreefs.org by July 21, 2023.