



## **TERMS OF REFERENCE**

### **Position:** Finance Assistant (“FA”)

The Belize Fund for a Sustainable Future (Belize Fund) is a private conservation trust fund established on March 8, 2022, through the Conservation Funding Agreement under the Blue Bonds to support government and non-government partners focused on Belize’s coastal and marine resources. The Belize Fund disburses grants to non-governmental partners involved in conservation efforts, scientific research, climate change adaptation activities, and blue businesses. It also allocates funding to the Government of Belize to implement and achieve its conservation commitments. The Belize Fund works as a partner with the Government of Belize to ensure long-term sustainable financing for a resilient and vibrant blue economy for our country and people.

To date, under the Blue Bonds Program, the Belize Fund has awarded over BZ\$12.2M in grants supporting projects aligned with its four thematic areas: Protection for Biodiversity, Sustainable Fisheries, Climate Resilience, and Blue Business Innovation, and BZ\$14.1M through its Government Strategic Allocation (GSA) to support the Government in achieving the conservation commitments and other undertakings agreed to in the Conservation Funding Agreement (CFA).

In support of the organization’s financial management and operational efficiency, the Belize Fund is seeking a Finance Assistant to support the Finance Team in executing day-to-day financial and accounting functions with accuracy, timeliness, and compliance with internal controls and policies.

### **OVERVIEW OF THE ROLE**

The Finance Assistant will provide direct support to the Finance Manager and Finance Officer in processing financial transactions, maintaining accounting records, preparing documentation, and assisting with reporting and reconciliations.

The primary focus of the role is to ensure accurate and timely processing of accounts payable, payroll support functions, reconciliations, statutory payments, and financial documentation, contributing to the overall integrity and efficiency of the Belize Fund’s financial operations.

The Finance Assistant will play a key role in maintaining proper financial records and supporting internal controls in accordance with the Fund’s policies and donor requirements.

In addition, the Finance Assistant will serve as back-up to the Finance Officer, providing coverage and continuity of essential financial functions in the Finance Officer’s absence or as delegated by the Finance Manager.



## **RESPONSIBILITIES**

Key areas of responsibility include, but are not limited to:

### **1. Accounts Payable and Payment Processing**

- Prepare purchase orders and payment requisitions in accordance with approved budgets and internal procedures.
- Assist with payment preparation and uploading to banking platforms as assigned.
- Post transactions in the accounting system and ensure proper coding.
- Email payment confirmations and maintain organized electronic filing systems.
- Support monthly batch payment processing.

### **2. Payroll and Staff-Related Payments**

- Post payroll transactions in the accounting system.
- Assist with staff-related reimbursements.

### **3. Taxes and Statutory Compliance**

- Support the preparation and filing of monthly statutory obligations, including Contract Withholding Tax (CWT), PAYE, GST refunds, and Social Security contributions.
- Post statutory payments in the accounting system.
- Support the preparation and filing of annual PAYE reconciliations.

### **4. Bank and Credit Card Reconciliations**

- Assist with bank reconciliations as assigned.
- File reconciliation documentation appropriately.
- Process credit card purchase requests.
- Post credit card transactions and assist with reconciliation processes.

### **5. Monthly Reporting and Financial Documentation**

- Assist in the preparation of monthly journal entry reports.
- Support preparation of monthly actuals vs. budget reports for Budget Managers and the Executive Director.
- Assist with fuel log reporting and related payments.

### **6. Record Keeping and Internal Controls**

- Maintain organized financial records.
- Ensure completeness of supporting documentation for all transactions.
- Adhere to internal financial policies, procedures, and segregation of duties.
- Assist during audits by compiling requested documentation.

### **7. Program and Grants Financial Support**

- Support financial processing related to community grants and program activities, as assigned.
- Assist with financial documentation for program-related activities when required.

### **8. Petty Cash**

- Serve as custodian of the petty cash fund.
- Support petty cash replenishment processes, including preparation of replenishment reports.



## **9. Other Duties**

- Provide administrative and logistical support to the Finance Team as required.
- Participate in team meetings and organizational activities.
- Perform other related duties as assigned by the Finance Officer and/or Finance Manager to meet the objectives of the Belize Fund.

## **REPORTING**

The Finance Assistant will report directly to the Finance Officer and will work closely with other Finance personnel and other Belize Fund staff to ensure smooth financial operations.

## **MINIMUM QUALIFICATIONS**

All candidates for this position must provide evidence of the following skills and abilities:

- An associate degree or bachelor's degree in accounting, finance, or a related field.
- At least two (2) years of relevant experience in accounting or finance support roles.
- Working knowledge of accounting principles and financial procedures.
- Experience processing accounts payable and handling financial documentation.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines.
- Proficiency in Microsoft Office Suite (particularly Excel and Word).
- Experience with accounting software is an asset.
- Strong written and verbal communication skills in English.
- High level of integrity and ability to handle confidential information.
- Ability to work effectively both independently and as part of a team.
- Demonstrated commitment to professionalism and ethical standards.

## **DESIRED QUALIFICATIONS**

- Experience working with donor-funded projects or non-profit organizations.
- Familiarity with Belize statutory requirements.
- Fluency in Spanish (written and oral).

## **REMUNERATION**

Remuneration will be in accordance with the Belize Fund's approved salary scale and commensurate with the selected candidate's experience, qualifications, and suitability for the role.

The salary for this position is expected to fall within the range of **BZ\$25,000 – BZ\$30,000 per annum**, subject to final determination based on qualifications and experience.

## **SUBMISSION REQUIREMENTS**

Interested candidates should submit a cover letter, resume, and two references to **jobs@belizefund.bz** by June 12th, 2026.

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