TERMS OF REFERENCE

Position: Finance Officer ("FO")

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 Program to support government and non-government partners, focused on Belize's coastal and marine resources. The Belize Fund disburses grants to non-government 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.

The Government of Belize together with the World Wildlife Fund (WWF), has embarked on the design of a Project Finance for Permanence (PFP) initiative known as Resilient Bold Belize ("RBB"). Led by the Blue Bond Finance Permanent Unit within the Office of the Prime Minister, the RBB initiative seeks to integrate the value of nature into tourism and fisheries sectors, strengthen policy coherence and institutional capacity for gender responsive and inclusive conservation planning, and enhance national capacities for financial planning and domestic resource mobilization. The PFP will scale up nature-based solutions (NBS), resulting in improved habitat integrity and ecosystem conditions and will improve associated livelihoods. The GEF SCCF project, a component of the Resilient Bold Belize PFP, will support transformational adaptation benefits for approximately 10,646 people in climate-vulnerable coastal communities, including 3,434 artisanal fishers. The project adopts a gender-responsive approach, ensuring the equitable participation of women and youth in climate adaptation planning, livelihood development, and leadership training.

The Belize Fund is the conservation trust fund designated to manage the donor funding streams for the RBB ensuring alignment with the Blue Bonds funding stream. The Finance Officer will support the RBB program's implementation through sound financial management and operational efficiency, including the execution of GEF funded projects that support the RBB, to ensure delivery of the project components. The FO will also 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 ROLE

The FO is responsible for independently overseeing key financial processes to ensure the integrity, accuracy, and timeliness of financial operations under assigned projects and funding streams within the Resilient Bold Belize Program. The role supports project budgeting, contracting, grant disbursement tracking, subrecipient monitoring, financial reporting, compliance, and operational support.

Working closely with the Program Manager, Project Officers, grantees, consultants, implementing partners, and internal finance and program teams, the FO provides financial and administrative oversight to ensure sound financial management, accurate reporting, donor compliance, and effective implementation of project activities in accordance with WWF and GEF policies, organizational procedures, accounting standards, and approved project agreements for the effective and efficient implementation of the RBB Program.

Contract Type/ Duration

This is a full-time position under a fixed-term contract aligned to the duration of the RBB program, with the possibility of renewal subject to performance and availability of funding.

Key areas of responsibility include:

1. Bank and Credit Card Reconciliations

- Prepare and supervise bank reconciliations for all bank accounts under the RBB program.
- Oversee credit card purchase requests, transaction postings, and reconciliation activities.

2. Review of Financial Transactions

- Review accounts payable documentation, payment requisitions, and other financial requests prepared by the Finance Assistant or other staff for accuracy and compliance.
- Ensure all reviewed transactions are ready for Senior Finance Officer review and Finance Manager approval.

3. Financial Reporting and Analysis

- Review monthly journal entry reports.
- Prepare periodic financial reports for assigned projects, donors, and management.
- Support the preparation of donor financial reports and reconciliations in accordance with funding agreements.
- Analyze project expenditures and identify variances, risks, or potential budget overruns.
- Assist in consolidating project financial information for management and Board reporting.

- Review monthly actuals vs. budget reports extracted from the accounting software for Project Manager and the Finance Manager.
- Support financial analysis related to operational and project expenditures.
- Prepare financial reports for submission to the WWF-GEF Agency, ensuring compliance with GEF reporting requirements, approved budget structures, and incremental cost principles.
- Review and analyze subrecipient financial reports to ensure compliance with WWF-GEF Agency requirements, including co-financing obligations.
- Identify discrepancies or compliance issues and provide technical guidance to grantees to address deficiencies.

4. Petty Cash and Other Replenishments

- Review petty cash replenishment requests and supporting documentation for accuracy, completeness, and compliance prior to approval.
- Conduct monthly petty cash reconciliations and spot checks to ensure proper usage, documentation, and adherence to internal controls.
- Verify that all petty cash expenditures are supported by valid receipts and are aligned with approved budgets and policies.

5. Internal Controls and Audit Support

- Maintain accurate, complete, and organized records of project funds, expenditures, and supporting financial documentation to ensure accessibility and audit readiness.
- Ensure compliance with internal financial policies, segregation of duties, donor requirements, and financial procedures.
- Conduct periodic internal reviews of financial transactions and processes to ensure accuracy, completeness, and compliance.
- Support internal and external audits by providing requested documentation, reconciliations, and explanations.

6. System Implementations and Process Improvement

- Support the Finance Manager in the implementation of financial systems and software enhancements.
- Participate in identifying, testing, and recommending system enhancements to improve financial operations and reporting efficiency.

7. Program and Grantee Financial Oversight

- Conduct financial risk assessments of grantees and implementing partners to ensure compliance with grant agreements and donor requirements.
- Review grantee financial reports and supporting documentation to ensure accuracy, eligibility, completeness, and compliance with grant agreements and donor requirements.
- Review annual budgets and project expenditure reports and notify the Program Manager of any discrepancies, risks, or concerns.
- Provide clear and timely feedback to grantees and program staff regarding financial reporting issues and required corrective actions.
- Work collaboratively with the Project Officer to strengthen grantees' financial literacy, reporting capacity, and understanding of compliance requirements.

- Support the Finance Manager in monitoring grant disbursements and the overall financial performance of funded projects.
- Review project expenditures to ensure that funds are utilized in accordance with approved project documents and Conservation Trust Fund (CTF) financial rules and procedures.
- Provide financial information and analysis to support project management decision-making.
- Consolidate financial progress reports related to project implementation activities.
- Liaise with executing partners regarding project funds, financial reporting, and implementation progress.
- Support WWF-GEF Agency annual supervision missions by providing requested documentation and operational support.
- Assist independent evaluations and project audits by providing financial information and feedback where required.

8. Collaboration and Capacity Building

- Work closely with Project Officers to support effective financial monitoring and implementation of projects.
- Provide financial guidance and support to grantees and implementing partners on reporting requirements, compliance standards, and corrective actions.
- Support efforts to strengthen grantee financial management capacity through technical assistance, feedback, and training where needed.

9. Backup Support

- Provide backup support to the Finance Team, including the Finance Manager, Senior Finance Officer, Other Finance Officer(s), and the Finance Assistant(s), to ensure continuity of financial operations during staff absences or peak workload periods.
- Perform any other duties and responsibilities as reasonably required to support the objectives of the RBB and the Belize Fund.

Reporting

The Finance Officer will report to the Finance Manager and coordinate closely with the Senior Finance Officer and RBB Program Manager to support the implementation of the RBB.

MINIMUM QUALIFICATIONS

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

- Bachelor's degree in accounting, finance, or related field preferred; associate degree considered with experience.
- Minimum three (3) years of progressive experience in finance or accounting roles.

- Strong knowledge of accounting principles, statutory compliance, and financial controls.
- Proven experience in reconciliations, reporting, and reviewing financial transactions.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite and accounting software.
- Strong communication skills in English, both written and verbal.
- High level of integrity and professionalism handling confidential information.
- Ability to work independently and collaboratively.

DESIRED QUALIFICATIONS

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

Remuneration

Commensurate with the selected candidate's experience and suitability for the role.

Submission Requirements

Interested candidates should submit a cover letter, resume, and two references to jobs@belizefund.bz no later than December 7, 2026.

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