



TERMS OF REFERENCE

A. GENERAL INFORMATION

Position: Administrative Manager

Location: Position based at GMCS Office in Oleander Gardens, East Coast Demerara

Starting date: 1st December, 2023

Length: One year with the possibility of extension on a year to year basis until August, 2026.

Contractor: Guyana Marine Conservation Society (GMCS)

B. OBJECTIVE

The Administrative Manager supports GMCS' delivery of all ongoing projects at the national, regional and community levels. Together with the Projects Manager, manages all financial aspects of current (5) and future projects including project budgeting, contracting, tracking, and reporting. Provide oversight to ensure that budgets and agreements are handled in accordance with relevant policies, procedures, systems, and donor requirements.

C. BACKGROUND

The Organization: Guyana Marine Conservation Society (GMCS)

In 2000, the Society was formally registered as a non-governmental organization under the Friendly Societies Act of Guyana as the 'Guyana Marine Turtle Conservation Society' (GMTCS). Membership comprised of environmentalists, academia, the private and public sectors and communities. The organization's conservation journey started in the late 1980s with a sea turtle conservation program in indigenous communities to conserve the nesting habitats of four species of endangered sea turtles along the one hundred kilometers of coastline along the Shell Beaches stretching between the Waini and Moruca Rivers. In 2004, GMTCS was identified as the lead organization by the Environmental Protection Agency to spearhead the Shell Beach Protected Area process and this resulted in the area becoming Guyana's only coastal protected area in 2011. Guyana's growing marine and coastal conservation needs, resulted in the organization expanding its mandate in 2014 from its primary focus on sea turtle conservation to other important marine species, their habitats, wider marine and coastal ecosystems and communities. The organization was then renamed the 'Guyana Marine Conservation Society' (GMCS).

D. ROLES AND RESPONSIBILITIES

The Administrative Manager shall implement the following tasks:

I. Related to the position:

- Monitor all ongoing projects to ensure their activities and spending are aligned with their respective project budgets as per donor agreements.
- Together with the GMCS Projects Manager, prepares Annual Operation Plans, Procurement and Contracting Plans, Financial Reports, Justification Requests, Disbursement Requests and any other financial documentation required by the relevant donor agreements.
- Monitor all ongoing projects to ensure requests for disbursements are made in a timely manner as per donor requirements, ensuring there is adequate funding available to carry on project activities while awaiting the transfer of disbursements.
- Identify problems and recommend corrective action, assist in the revision of budgets, and communicate issues to the Projects Manager.
- Review consultants and service providers agreements to ensure all payment schedules are correct and in accordance with the relevant project budgets before agreements are finalized.
- Monitor and approve all payments to consultants and service providers to ensure compliance with the agreement terms.
- Review and analyze consultants and service providers financial reports to ensure compliance with reporting requirements including project partner co-financing.
- Notify service providers/consultants of any problems or discrepancies and provide assistance in resolving problematic issues.
- Develop and implement financial risk management protocols.
- Support fundraising proposal efforts by preparing budgets in collaboration with GMCS Projects Manager.
- Review and ensure budget coding/ account, amount, details and class are correctly entered by the Fiduciary Officer into the QuickBooks system or any other mechanism used to track donor expenses; and that all back-up documentation can be verified. Review and ensure all posts in QuickBooks are correctly entered by the Fiduciary Officer and that all back-up documentation is correct.
- Review and ensure all donor financial reports are aligned with accounting records in QuickBooks system.
- Review and approve petty cash documentation including payments, petty cash reports and petty cash reimbursements.
- Review and approve bank reconciliations prepared by the Fiduciary Officer.
- Review and evaluate the organisation's financial management system, providing recommendations to both the Project Manager and Project Director for increased efficiency.
- Coordinate with, and provide the Projects Manager with, continuous and transparent information on respective projects finances.
- Ensure all relevant financial documentation is in order before providing same to auditors and provide any additional support required.

I. Institutional

As a staff of GMCS, the Administrative Manager will have to comply with the organization's policies, and therefore:

- Participate in the capacity-building sessions to guarantee the quality of the activities as well as the alignment with the organization strategies.

- Follow the internal rules, protocols, procedures, and codes implemented by the organization, particularly the guidelines related to the administrative and financial aspects, safety, and conflict of interest.
- Use the donor’s methodologies, templates, and tools for the reporting of the activities.
- Participate in periodic meetings for the planning and coordination of the project.

E. QUALIFICATION, EXPERIENCE AND SKILLS

BSc/BA in relevant discipline with at least five (5) years of experience managing multiple projects and knowledge of accounting principles and procedures.

OR

Level 2 ACCA with at least five (5) years of experience managing multiple projects and knowledge of administrative procedures.

Skills:

- Excellent interpersonal, team-building, organizational, managerial, and analytical skills
- Proficient in QuickBooks, Microsoft Word, Excel, and PowerPoint
- Able to adapt methodologies, templates, and tools for the reporting of the activities.
- Excellent verbal, and written communication skills in English.
- Self-motivated with a positive and proactive attitude and the ability to work under pressure, prioritize tasks and meet deadlines.
- Able to multitask and work across multiple documents and platforms, with attention to detail.

F. CONTRACT CHARACTERISTICS

Type of contract: Service provision contract

Working Details: Three days per week (Monday, Wednesday and Friday) from 08:00hrs to 16:00hrs.

Payment conditions: Upon presentation of a monthly corresponding invoice, for approval by the Project Manager.

The Administrative Manager shall have a status that allows for submission of invoices.

The Administrative Manager shall be responsible for ascertaining their income tax status, preparing and filing their income tax returns and making the requisite payment of income tax to the Guyana Revenue Authority.

The Administrative Manager shall be responsible for their own medical insurance in the event of injury or illness arising during the course of the provision of services under this agreement. GMCS will however provide emergency first aid support and transportation to the nearest suitable public health facility if required.

The Administrative Manager will ensure there is no possible conflict of interest by signing consultancy agreements with any other organizations on the days committed to GMCS.

The Administrative Manager shall not disclose, discuss or otherwise impart any confidential matter, information or documents that may come to their knowledge to any third party. Any breach of confidentiality will result in immediate termination and legal action.

G. SUPERVISION OF THE CONTRACT

The Administrative Manager will be supervised by the Project Manager.

H. DOCUMENTS TO BE ATTACHED

1. Curriculum vitae (CV);
2. Cover letter demonstrating interest, suitability and motivation for the position; and
3. At least two (2) letters of recommendation (one of which must be from a former employer).

Persons interested in applying should send the required documents to the following email:

gmcs.guyana@gmail.com