



VACANCY
FINANCE OFFICER
PART-TIME FIXED TERM CONSULTANCY TO 31 DECEMBER 2023

Background

Equals Inc. is a non-governmental organisation founded in 2013 working to promote human rights, sexual reproductive health, strengthen community engagement and capacity and ensure stigma free access to services of the LGBTQ+ community. We strive to achieve this through community empowerment, education, networking and rights-based advocacy.

In June 2017, Equals opened a community center with support from the USAID/PEPFAR funded project LINKAGES to provide HIV/STI testing and psycho-social support to MSM (men who have sex with men) and transgender persons. Equals utilised this opportunity to provide a safe space for the LGBTQ+ community and conducted various social events, support groups and workshops for the community. In July 2020, support through LINKAGES for this community site, now officially named The Safe Space, ended.

Through the COVID-19 pandemic Equals has been working tirelessly to ensure that they do not lose The Safe Space during the fallout of the pandemic. These efforts included contributions from various small grants and donations, having to charge a nominal fee for services, and a generous contribution from SHE Barbados towards the rent through their MADRE funded project from September 2020 – August 2021.

In March 2022, Equals was granted a subvention from the Ministry of Health and Wellness to contribute to the operation of the STI clinic. This subvention allows Equals to onboard full time staff to manage the operations of the clinic, as well as the day-to-day activities of The Safe Space.

The Role

This is an exciting opportunity for a passionate and dynamic entry- or mid-level financial management professional to join a small, creative, and influential NGO, in providing services, information, tools, and safe spaces to LGBTQ+ people that will improve their standard of living in a society that stigmatises and discriminates against them.

The Financial Officer will be responsible for recording, managing and reporting the day to day finances of Equals.

The Financial Officer will report to the Treasurer.

Key Responsibilities:

Financial Management

1. Keep accurate records for all daily transactions
2. Prepare balance sheets
3. Process invoices
4. Record accounts payable and accounts receivable
5. Update internal systems with financial data



6. Prepare monthly, quarterly and annual financial reports
7. Reconcile bank statements
8. Participate in financial audits
9. Track bank deposits and payments
10. Assist with budget preparation
11. Review and implement financial policies

Skills and Competencies

We are looking for someone with at least a Bachelor degree in business, finance or related field with demonstrable experience working in a relevant sector in an international context who can demonstrate:

Experience:

- as a Finance Officer or similar role (1 - 2 years).
- working with NGO s or working with organisations whose main funding is through donors (1 – 2 years).
- using financial software such as Quickbooks.
- performing data entry.
- following programmatic budgets.

Knowledge and understanding of:

- Financial responsibilities of NGOs and non-profit organisations.
- financial regulations.

Personal qualities/skills

- Commitment to Equals’ mission to advance the human rights and wellbeing of LGBTQ+ people.
- An open, adaptable and detail-oriented approach to delivering high quality services in collaboration with others.
- Advanced MS Excel skills.
- Excellent analytical and numerical skills.
- Sharp time management skills.
- Strong ethics, with an ability to manage confidential data.
- Excellent written and oral communication skills, and able to convey complex issues to audiences with differing levels of knowledge.
- Strong interpersonal skills, confidence working as part of a team and a proven track record of effective stakeholder relationship management.
- Good time management and problem-solving skills.
- Willingness to “pitch in” and support colleagues outside the parameters of the job description where necessary.
- Flexible working hours (opening hours of the community site are dependent on the times services are provided).



Terms and Conditions

- This role is part-time, on a fixed-term basis until 31 December 2023 (with possibility of extension contingent on funding).
- The salary is \$1,000 p.c.m.
- The post-holder will be managed by the Treasurer.
- The post-holder will be based out of The Safe Space Wildey, St. Michael.
- Standard of 12 hours of work a week.
- The post-holder must possess the right to live and work in Barbados for the period of the contract.
- Start date: June 1st 2022.

How to apply:

Email your CV and a two-page maximum covering letter explaining:

(i) your interest in the role of Financial Officer, and

(ii) your relevant experience as per the skills and competencies outlined above.

to info@equalsbarbados.com with the title **Application: Financial Officer**

If you have any queries relating to your application, you can also use this email, titling your communication: "Vacancy: Financial Officer".

Closing date: 20th May 2022. Interviews: via Zoom, week commencing 23th May 2022.