



**Resilient Bold Belize
WWF GEF Blue and Green Islands IP Child Project
Blue Bond and Finance Permanence Unit**

**TERMS OF REFERENCE:
FINANCIAL ASSISTANT**

Background

As part of the Blue and Green Islands GEF8 Integrated program, the Resilient Bold Belize project aims to secure the long-term conservation and resilience of Belize's marine and coastal ecosystems, promoting nature-based livelihoods and the wellbeing of Belizeans.

The Belize project will catalyze a Project Finance for Permanence (PFP) initiative, a major private-public partnership, led by the Blue Bond and Finance Permanence Unit within the Office of Prime Minister. The PFP will integrate the value of nature into the tourism and fisheries sectors, strengthen policy coherence, institutional capacity for gender inclusive conservation planning, and strengthen capacities for financial planning and domestic resource mobilization. The proposed PFP approach will foster impactful outcomes resulting in improved management coastal PAs, MPAs, plus mangrove and other coastal ecosystems outside of the formal PA system, and improvement of targeted communities' livelihoods.

The Finance Assistant will sit within the Blue Bond and Finance Permanence (BBFP) Unit's Finance Section and will be funded under the GEF BGI-IP project. While the Finance Assistant will be supervised daily by the BBFP Finance Officer, the position will work in close collaboration with the Project Manager to ensure effective project execution and timely financial and administrative support.

The Finance Assistant will be responsible for supporting all financial and operational aspects of the project, including project budgeting, financial tracking and reporting, procurement support, and adherence to administrative and financial procedures. The role requires ensuring full compliance with the fiduciary, procurement, and reporting requirements of WWF (as the GEF Agency), and the Government of Belize. .

In addition, the Finance Assistant will provide financial and administrative assistance to project staff, grantees, and implementing partners, ensuring that budgets, contracts, and agreements are managed in accordance with WWF and GEF standards, as well as Government of Belize policies

Role and Responsibilities

1. Financial Management

- Assist in the preparation, review, and monitoring of annual budgets and expenditure reports, flagging discrepancies or issues as needed.
- Maintain accurate and up-to-date records of all financial transactions, ensuring documentation is well organized, readily accessible, and auditable and validates and certifies payments before submission to the Finance Officer to ensure accuracy, eligibility, and compliance with approved budgets.



- Ensure project funds are used in accordance with the Project Document, WWF fiduciary standards, GEF financial policies, and Government of Belize financial rules and procedures.
- Provides timely financial information to the Finance Officer and Project Manager to support project management decisions.
- Track co-financing contributions and prepare financial documentation required for reporting to the WWF-GEF Agency.

2. Procurement and Contract Support

- Assist the Project Manager and Finance Officer with procurement processes, ensuring compliance with WWF GEF, and GoB regulations.
- Prepare procurement documents (e.g., purchase orders, contracts) and maintain an updated procurement register.
- Support preparation, administration, and monitoring of contracts, grant agreements, and consultant agreements to ensure compliance with terms and conditions.
- Ensures agreements and payments are processed timely and in accordance with WWF GEF, and Government of Belize policies and audit requirements prepares paperwork for approvals, secure required signatures, and ensure distribution of documents to relevant parties

3. Compliance, Reporting, and Audits

- Coordinate and prepare financial progress reports for submission to the Finance Officer, Project Manager, and WWF GEF Agency, ensuring compliance with donor requirements.
- Assists in the preparation of project progress reports.
- Prepare timely financial inputs for twice annual Project Progress Reports (PPRs) and annual reporting requirements.
- Support external and internal audits by preparing documentation, responding to queries, and ensuring recommendations are implemented.
- Assist with mid-term and terminal evaluations by providing financial information and supporting the implementation of corrective actions related to financial findings.
- Regularly monitor compliance with WWF GEF reporting requirements and project deadlines.

4. Administrative and Operational Support

- Assists the Finance Officer in the day-to-day financial administration and oversight of project activities in office.
- Ensure all project documentation (e.g., financial report, progress reports, consultant and technical reports, meeting minutes, correspondence) is properly maintained in both hard and electronic copies.
- Provides PMU-related administrative and logistical support for workshops, training, meetings and other related activities.
- Maintains an organized filing system for all project financial and administrative records, including agreements. Regularly monitors compliance with WWF reporting requirements and project deadlines, and ensures reports are acknowledged and routed appropriately.
- Provide support in coordinating special projects and ad hoc requests from the Finance Officer or Project Manager.



- Perform any other related tasks assigned by the Finance Officer or Project Manager in support of effective project implementation

5. Other Duties

Core Competencies

- Ability to manage budgets, monitor expenditures, validate payments, and ensure compliance with donor and government financial procedures.
- Proven skills in preparing accurate financial reports and maintaining comprehensive records to support audits, evaluations, and donor reporting.
- Experienced in processing payments, drafting financial documentation, ensuring compliance with procurement procedures, and coordinating project logistics.
- Advanced skills in Microsoft Excel and experience with accounting systems such as QuickBooks.
- Effective written and verbal communicator who can liaise with executing partners and prepare clear documentation for diverse stakeholders.
- Proficient in maintaining comprehensive, well-structured financial and administrative records to support audits, evaluations, and reporting.
- Works collaboratively within a multidisciplinary team to achieve project goals, while remaining adaptable, accountable, and focused on high-quality service delivery.
- Sound analytical and problem-solving abilities to identify discrepancies, assess risks, and propose corrective actions to support project decision-making

6. Qualifications and Requirements

The Project Finance Assistant will be recruited based on the following qualifications.

Academic Qualifications

- Minimum of an Associate Degree in Accounting, Finance, or Business Administration.
- A Bachelor's Degree (or higher) in Accounting, Finance, Business Administration or a related field will be considered an asset.
- Professional certification or training in accounting, bookkeeping, financial management, or procurement would be an asset.

General Experience

- At least three (3) years of professional experience in financial management, accounting, budgeting or related areas.
- A minimum of one (1) year experience working within donor-funded projects, government institutions, or NGOs is strongly preferred.
- Demonstrated ability to collaborate in multidisciplinary teams and maintain effective working relationships with diverse stakeholders.

Specific Experience

- A minimum of two (2) years demonstrated ability to manage finances in accordance with established



financial guidelines within private and/or public sector.

- Proven experience in budget preparation, financial reporting, expenditure monitoring, and audit support.
- Practical knowledge of Government of Belize financial and procurement regulations is an asset.
- Working experience in accounting/financial software, such as QuickBooks, or other relevant systems.
- Proficiency in Microsoft Excel.
- Experience in procurement processes, contract administration, and grant monitoring, ensuring compliance in accordance with established financial guidelines within private and/or public sector.
- Record management skills, ensuring financial and administrative documentation is organized, accessible, and audit ready.
- Demonstrated ability to identify financial discrepancies, assess risks, and recommend corrective actions to support project decision-making.
- Commitment to integrity, accountability, and confidentiality in managing financial information and project resources.
- Willingness to travel within Belize and to work outside normal office hours (nights and weekends), when required.

Duty Station: Belize City

Payment Arrangements: The salary of the contract is commensurate with experience and qualifications.

The estimated Starting Date and Duration: Start date will be effective at contract signature. Contracts are renewed biennially based on an assessment of performance. This position requires full-time commitment.

Interested persons can send an Application Letter and **detailed Curriculum Vitae (CV)** along with three references to email: RBBPM.bbfunit@opm.gov.bz or printed to the following address by **Friday, 6th March 2026 no later than 4:00 p.m.**

**RBB Project Manager
Blue Bond and Finance Permanence Unit
Office of the Prime Minister
3rd Floor, Eleanor Hall Building
Lake Independence Boulevard
Belize City
RE: Finance Assistant**

Applications will be reviewed by the Selection Committee. Those shortlisted will be invited to an interview with the Committee. Due diligence will be done to validate the information included in the CV and provided during interviews.