

Opening Date: 31 January 2019
Closing Date: 14 February 2019
Location: Tortola
Vacancy Notice No. 13 of 2019
Job Classification: Grade 14
Ministry/Department/Unit: Treasury Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$47,371 - \$75,282.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Deputy Accountant General (Operations)

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with the overall management of the department according to defined procedures effectively and efficiently in order for the department to meet its objectives

MAIN RESPONSIBILITIES

1. Lead the smooth and efficient operation of the department through the management of daily operations and assist with the development of the department's plans, goals and objectives and systems.
2. Lead staff development/training, workshops and offers coaching to staff on performance improvements to ensure all staff are given the tools required to operate effectively.
3. Lead a timely and accurate completion of the appraisal process, promoting a positive attitude, from goal setting for new recruits to monitoring performance of employees, initiating disciplinary proceeding, where necessary.
4. Preparation of pension calculations, annual budgets and annual accounts in accordance with defined procedures.
5. Act as a Liaison officer between the treasury and other government departments in accordance with defined procedures.
5. Attend meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to the role.
6. Assist with the preparation of the Department's Annual Budget.
7. Deputise in the absence of the Accountant General.
8. Assist with the preparation and submission of Performance Planning and Appraisal Report for staff. 10. Research, analyse and prepare reports and provide advice.
9. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
10. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Provide leadership in area of responsibility
3. Develop the trust and support of colleagues, stakeholders and line managers
4. Leads, plans and implements change
5. Obtains information for decision making
6. Provides information and advice to others
7. Assess and develop the performance of team and individuals
8. Ensure health and safety requirements are met in the area

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Accounting, Finance or related field
- Five (5) to seven (7) years managerial experience in Public Finance or related field
- Member of a professional accounting organization (CA, CIMA, CIPFA, etc.)
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of accounting, banking and finance principles, standards, controls and risk
- Excellent knowledge of investment and securities instruments
- Excellent knowledge of relevant laws, policies and regulations
- Excellent knowledge of relevant financial software packages and computer applications including electronic spreadsheet, database and graphics
- Excellent analytical, negotiating, interpersonal and organisational skills
- Sound knowledge of the use of standard office equipment
- Excellent oral and written communication skills
- Ability to work well under pressure
- Excellent supervisory and management skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.
Agency:

Public Service Commission

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

**c/o Department of Human Resources
Road Town, Tortola VG 1110
British Virgin Islands**
Or by email: hrdeployment@gov.vg

Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.