

Opening Date: 11 February 2019
Closing Date: 25 February 2019
Location: Tortola
Vacancy Notice No. 16 of 2019
Job Classification: Grade 11
Ministry/Department/Unit: Treasury Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$34,634 - \$55,040.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Financial Accountant

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will supervise the day-to-day operations of the Financial Unit to ensure that the department is functioning to the highest possible standard.

MAIN RESPONSIBILITIES

1. Supervise the junior staff within the Financial Unit to ensure that the Unit's objectives are met.
2. Post journal vouchers prepared by the junior staff within the Unit.
3. Update and reconcile the assigned bank accounts to ensure financial records are accurately recorded.
4. Maintain supplier's address book information to ensure that this information is up to date.
5. Ensure suspended accounts are cleared and system entries are balanced in order to close accounting periods.
6. Draft and type correspondence and proof-read various documents ensuring accuracy.
7. Sign processed cheques so that payments are made in a timely manner.
8. 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. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Accounting, Finance or related field
- Four (4) years related experience
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Excellent knowledge of financial software packages
- Excellent knowledge of accounting, finance and debt management
- Sound oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure

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

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 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.