

Opening Date: 13 February 2019
Closing Date: 27 February 2019
Location: Tortola
Vacancy Notice No.: 17 of 2019
Job Classification: Grade 13
Ministry/Department/Unit: Treasury Department
Position Details: One year probationary period
Established position
Full-time
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$42,486 - \$67,509.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Reporting Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will effectively and efficiently manage the day-to-day operations of the Financial Reporting Unit, by ensuring the coalition of financial information, and the preparation and distribution of internal financial statements within the parameters of established legislation, policies and guidelines, and in accordance with Public Service Values.

MAIN RESPONSIBILITIES

1. Direct the operations of the Treasury Department's Financial Reporting Unit to ensure the effective and efficient operation of the unit in support of the Department's Medium Term Strategy.
2. Develop, communicate and maintain the policies, standards, processes and procedures for the collation of financial data and financial controls to ensure the efficient and effective preparation and distribution of financial reports.
3. Monitor compliance programmes and systems to ensure their effectiveness.
4. Manage the monthly closing processes including reconciliations and analysis of related accounts.
5. Evaluate and analyse financial data in order to make financial projections, and to provide guidance and advice to management.
6. Supervise international accounting and issues identification and resolution.
7. Perform continuous assessment of the close process and process re-engineering to reduce the timing to close the financial period.
8. Support the month end and year end cycle closure to ensure the efficient and effective operation of the Department.
9. Maintain financial reports and related documentation to ensure the efficient and effective operation of the Department.
10. Prepare financial reports on a monthly, quarterly and annual basis in accordance with the established legislation, policies and to support financial planning activities.
11. Stay current on the latest financial accounting, compliance and reporting international standards, trends and best practices.
12. Serve as point of contact, and provide advice to management and employees on financial reporting requirements and standards.
13. Assists with the preparation of the Department's annual budget so that accurate and realistic goals and constraints are set for the business unit.
14. 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.
15. Supervise and direct the work activities of assigned personnel.
16. Coordinate and conduct training of assigned personnel to ensure understanding of established accounting regulations, policies, processes, procedures and systems.
17. Monitor and evaluate the performance of assigned personnel in accordance with the formal Performance Management Programme; and mentors to support performance improvement where necessary.
18. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Manage self to model behaviour in meeting departmental standards
3. Provide leadership in your area of responsibility
4. Allocate work to teams and individuals
5. Minimise interpersonal conflict
6. Develop the team to improve performance
7. Identifies customer requirements and plans to meet them

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.

8. Plans for and implements change

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment
- Occasional extended working hours

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Bachelor's degree in Accounting or related field, from an accredited institution
- Five (5) years' working experience inclusive of supervisory experience
- Professional certification - CPA, ACCA or equivalent certification preferred
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of applicable policies, regulations and laws
- Expert knowledge of financial reporting procedures and standards
- Excellent knowledge of accountancy principles and procedures
- Excellent knowledge of JD Edwards Accounting Software
- Excellent analytical and decision making skills
- Sound knowledge of the use of standard office equipment and computer applications
- Sound knowledge of computer programmes used for analysis and databases
- Sound knowledge of business management and accounting
- Sound oral and written communication skills
- Sound organisational and interpersonal skills
- Sound decision making and problem solving skills
- Ability to work well under pressure
- Sound 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
c/o Department of Human Resources
Road Town, Tortola VG 1110
British Virgin Islands**

Or by email: hrdemployment@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.