



Vacancy Notice No. 7

Opening Date:	12th April, 2019
Closing Date:	30th April, 2019
Job Title:	Accounts Manager
Department/Unit:	Support Services Unit (SSU)
Position Type:	Full-Time
Other Details:	One Year Probationary Period

Role Summary:

The successful applicant will establish the financial status of the International Tax Authority by developing systems for collecting, analyzing, verifying and reporting on its day to day financial activities to facilitate the efficient and effective operation and management of the International Tax Authority.

Minimum Qualifications & Experience:

- Bachelor's Degree in Accounting/Finance, or a related field
- Three (3) to Five (5) years of experience in Accounting or a related area.
- Professional Accounting Certification

Main Responsibilities:

1. Establish, maintain and administer proper accounting policies, principles and methods; revise and/or make recommendations for change as needed.
2. Manage the financial activities related to day to day operations and maintain the appropriate journals, ledgers, schedules and registers; conduct monthly payroll and bank reconciliations; pay outstanding utilities/invoices; and prepare budgets and financial statements by timeframes indicated (monthly and year end).
3. Maintain accounting data and information by creating and updating the appropriate forms, files, records, spreadsheets and/or databases.
4. Monitor the collection of registration fees and filing fees for FATCA (Foreign Accounts Tax Compliance Act) and appropriately account for revenues of the International Tax Authority.
5. Analyze accounting data and information and identify trends, significant variances or waste; take corrective actions.
6. Establish and maintain internal controls; perform periodic evaluations on internal/accounting controls to ensure effectiveness; take corrective actions.
7. Provide assistance and administrative support to management team and staff on matters related to expenditure and budgeting and other applicable areas.
8. Assist with the maintenance of inventory levels to ensure availability of resources and efficient and effective function.
9. Collaborate with auditors and provide required documentation and support during the audit process.
10. Prepare correspondence, reports and/or statistics and inform management and/or other staff on matters related to accounting policy, practices or methods.
11. Any other related duties as may be required by Director in order to contribute to the effective and efficient function of the International Tax Authority.

Knowledge and Skills:

- Sound knowledge of Government structure, policies and procedures
 - Sound knowledge of applicable laws, regulations and policies
 - Sound knowledge of the use of standard office equipment and computer applications including accounting software (QuickBooks)
 - Sound knowledge in accounting theory and practice
 - Excellent oral and written communication skills
 - Excellent attention to detail with large amounts of data
 - Excellent analytical and decision making skills
 - Sound interpersonal, organizational and time management skills
 - Sound leadership and management skills
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HOW TO APPLY

The cover letter and resumes of interested candidates should be submitted to the Board of the International Tax Authority at the below address by the closing date.

Chairman, Board of the International Tax Authority
c/o Director, International Tax Authority
Omar Hodge Building, 2nd Floor
Road Town, Tortola
British Virgin Islands VG1110

Or by Email: BVITA@gov.vg

Applicants should submit the Employment Application with 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.

Important Notice: Qualified candidates who are considered for potential employment with the International Tax Authority 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 International Tax Authority.