

Opening Date: 31 January 2019
Closing Date: 14 February 2019
Location: Tortola
Vacancy Notice No. MCW/10/2019 **(INTERNAL APPLICANTS ONLY)**
Job Classification: Grade 5/7
Ministry/Department/Unit: Department of Motor Vehicles
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$21,287 – \$38,906**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Accounts Officer I/II
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform and to assist with daily accounting and administrative functions to ensure that departmental accounting and fiscal records are kept and maintained accurately, and that functions are performed in a timely, accurate and professional manner. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. Ensures diligent performance of accounting functions to ensure that accurate records are kept.
2. Prepares purchase orders and vouchers within a specified timeframe to ensure that internal records for expenses are accurately kept and orders are made in a timely manner.
3. Reconciles invoices and bills to purchase orders before payment so that accurate payments are made.
4. Records all accounting transactions in the vote book.
5. Assists with the drafting of the annual budget.
6. Assists with the preparation of monthly financial statements for the Accounting Officer.
7. Prepares and processes the relevant forms and paperwork to complete related financial accounting processes.
8. Drafts and types correspondence and reports.
9. Researches, analyses and prepares reports.
10. Assists with maintaining inventory levels.
11. Liaises with other relevant departments and vendors.
12. Maintains records relevant to the specific department and keep filing up to date so that complete records are available for reference.
13. Performs cashier duties in the department to ensure the smooth processing of applications and collection of fees.
14. Assists customers with the completion of any relevant forms to ensure the smooth processing of applications.
15. Maintains accurate records by entering all transactions in the JDE Accounting System and ensuring that daily transactions and vehicle registration cards, transfer and registration forms are filed on a daily basis.
16. Performs 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. Maintains work activities to meet requirements, including quality
2. Contributes to the control of resources
3. Gathers required information
4. Informs and advises others
5. Considers opportunities for change
6. Makes recommendations for the use of resources

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal Office environment

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Associate's Degree in Accounting or related field
- Three (3) years' working experience in a related area
- Good knowledge of Government structure, policies and procedures
- Basic knowledge of applicable laws, regulations, policies and procedures
- Good knowledge of accountancy principles and procedures
- Good knowledge of JD Edwards Accounting Software
- Good knowledge of computer programmes used for analysis and databases
- Good knowledge of the use of standard office equipment and relevant computer applications
- Good oral and written communication skills

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.

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- Good interpersonal and organisational skill
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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:

Permanent Secretary
Ministry of Communications and Works
Central Administration Building
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.