

REDEPLOYMENT OPPORTUNITY



INTERNAL REDEPLOYMENT NOTICE

Accounts Officer I



Opening Date:	2 nd March, 2021
Closing Date:	16 th March, 2021
Location:	Road Town, Tortola
Ministry/Department:	Ministry of Health and Social Development
Job Classification:	Administrative
Assignment Duration:	Full time; 6 Months Assignment

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop and utilize new skills,

RESPONSIBILITIES

1. Ensure diligent performance of accounting functions to ensure that accurate records are kept.
2. Prepare 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. Reconcile invoices and bills to purchase orders before payment so that accurate payments are made.
4. Record all accounting transactions in the vote book.
5. Assist in the drafting of the annual budget.
6. Assist in the preparation of monthly financial statements for the Accounting Officer.
7. Prepare and process the relevant forms and paperwork to complete related financial accounting processes.
8. Draft and type correspondence and reports.
9. Research, analyse and prepare reports.
10. Assist with maintaining inventory levels.
11. Liaise with other relevant departments and vendors.
12. Maintain records relevant to the specific department and keep filing up to date so that complete records are available for reference.
13. 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.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- High School Diploma or equivalent
- One (1) year 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
- Good interpersonal and organisational skills

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

HOW TO APPLY:

Please complete the **job rotation application** and provide an up to date **resume**. All application packets must be submitted to the Department of Human Resources at the address provided below by the closing date.

Director of Human Resources

Department of Human Resources

Simms Building, 2nd Floor

Road Town, Tortola VG 1110 British Virgin Islands Or by email: hrcbvi@gov.vg