

LEARNING AND DEVELOPMENT OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE ACCOUNTS OFFICER II



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| Opening Date: | 13 th May, 2022 |
| Closing Date: | 27 th May, 2022 |
| Location: | Road Town, Tortola |
| Ministry/Department: | Office of the Governor |
| Job Classification: | Accounting |
| Assignment Duration: | Full time; 3-Month Assignment |

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop new skills,
- ✓ work with a dynamic team on some transformative and new initiatives?

RESPONSIBILITIES

1. Ensure diligent performance of accounting functions to ensure that accurate records are kept
2. Preparation of 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. Assists in 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. Draft and types 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. Performs any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit

SKILLS AND COMPETENCIES

- Associate's Degree in Accounting or related field
- Two (2) 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
- Good oral and written communication 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 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