

Opening Date: 12 August 2022
Closing Date: 26 August 2022
Location: Tortola
Vacancy Notice No. PO 7 of 2022
Job Classification: Grade 7
Ministry/Department/Unit: Immigration Department
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$24,485-\$26,003 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Accounts Officer II

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.

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 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. 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 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 accountability 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

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
Premier's Office
Road Town, Tortola VG 1110
British Virgin Islands**
or by email: hrrbvi@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.