

Opening Date: 8 February 2024
Closing Date: 22 February 2024
Location: Tortola
Vacancy Notice No. PSC 23 of 2024
Job Classification: Grade 14
Ministry/Department/Unit: Ministry of Financial Services, Labour and Trade
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary **\$63,787 annum.**

JOB VACANCY NOTICE

Finance and Planning Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant controls and evaluates the effective management of the financial resources of the Premier's Office and its Departments. Undertakes activities related to the development of the operating and capital programmes of the Ministry.

MAIN RESPONSIBILITIES

1. Advises management in the Ministry and Departments on financial matters to ensure decisions are based upon upto-date, expert information.
2. Scrutinizes petty contracts submitted to the Ministry for approval to ensure accuracy and veracity of contracts.
3. Conducts financial analysis and produces quarterly reports on the Ministry and Departments to establish spending patterns.
4. Monitors the expenditure of both the capital and recurrent vote accounts to ensure correct payments are being processed and to review any suspect entries.
5. Supervises staff of the Accounts Unit, schedules and assigns work, responds to complaints, evaluates performance and manages leave to ensure effective and smooth running of the Unit.
6. Monitors and reports on the physical and financial progress of all projects under implementation to ensure goal congruence.
7. Manages the activities of projects through the investment phases, including tendering, negotiation and contracting, to ensure a consistent approach is adopted throughout.
8. Attends cross-Ministry meetings of a financial nature so that the Ministry and its interests are represented.
9. Performs fiscal analysis and makes recommendations relating to the status of account balances to the Accounting Officers of the Ministry.
10. Manages fiscal transactions and related financial activities pertaining to the preparation and maintenance of the capital and operating budgets.
11. Prepares first draft of revenue, recurrent and capital budget estimates for the Ministry.
12. Liaises with the Departments under the Ministry in developing their budgets and prepares the budget of and its units.
13. Reconciles vote books of the Departments in the Ministry.
14. Prepares contract documents for all projects for the Ministry.
15. Performs any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manage time effectively
2. Manage your own resources and professional development
3. Provide leadership in area of responsibility
4. Develop the trust and support of colleagues, stakeholders and line managers
5. Implement change
6. Obtain and analyses information for decision making
7. Provide information and advice to others
8. Assess and develop the performance of team and individuals
9. Ensure health and safety requirements are met in the area

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Accounting, Finance, Economics or equivalent
- CPA or ACCA certification is preferred
- Five (5) years experience in a related area
- Expert knowledge of Government structure, policies and procedures
- Expert knowledge of applicable laws, regulations, policies and procedures
- Expert knowledge of accountancy principles and procedures
- Expert knowledge of JD Edwards Accounting Software
- Excellent project management skills
- Excellent analytical skills and decision-making skills
- Excellent planning and organisational 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.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:
Department of Human Resources • E-mail hrrbvi@gov.vg

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- Excellent knowledge of computer programmes used for analysis and databases
 - Good knowledge of the use of standard office equipment
 - Excellent oral and written communication skills
 - Sound supervisory and management skills
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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:

Public Service Commission
c/o Department of Human Resources
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrcbvi@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.