



RDA Temporary Employment Opportunity

Opening Date: 19th March, 2020
Closing Date: 3rd April, 2020
Job Title: Accountant
Location: First Floor, Ritter House
Wickhams Cay II, Tortola
External Agency: Virgin Islands Recovery and Development Agency
Assignment Duration: Full time Secondment;
Minimum Period of Two (2)



ORGANISATIONAL BACKGROUND

The Government of the Virgin Islands in collaboration with the Recovery and Development Agency (RDA) invites qualified and professional applicants to apply for the position of Accountant.

PURPOSE

The successful applicant will provide financial information to management by researching and analyzing accounting data; preparing reports and offers suggestions about resource utilization. The position will be managed on a day-to-day basis by the Head of Finance.

RESPONSIBILITIES

1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
2. Documents financial transactions by entering account information.
3. Monitor and manage receipts and payments. Ensure all transactions are reasonable, appropriate, and comply with operational policies and procedures.
4. Adhere to written accounting procedures and policies.
5. Assist with the preparation of monthly and quarterly financial reports to different stakeholders.
6. Maintenance of General Ledger entries on QuickBooks and ensuring accurate cost allocation.
7. Assist with bank reconciliations for both accounts, Operational and Capital accounts.
8. Recommends financial actions by analyzing accounting data.
9. Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
10. Assists with collation of documents for internal and external audits.
11. Maintains accounting controls by preparing and recommending policies and procedures.
12. Reconciles financial discrepancies by collecting and analyzing account information.
13. Maintains financial security by following internal controls.
14. Assists with the payroll process, arrangement of data and communication with external service provider.
15. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

PREFERRED SKILLS AND COMPETENCIES

- Bachelor's degree in Accounting or related field.
- 2-4 years of work experience in the field or in a related area
- Must be computer savvy and proficient in relative software
- Excellent knowledge of operating standard office equipment
- Ability to manage multiple tasks/projects and achieve deadlines under pressure
- Good research skills and attention to detail

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment

HOW TO APPLY

The cover letter and resumes of interested public officers are to be submitted to the Department of Human Resources at the below address 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: hrdbvi@gov.vg

Programme Details:

The temporary employment provides an opportunity for public officers to further enhance their knowledge, skills and overall competencies by being shifted, for a period of time, to employment with the RDA.

Application Process:

Submit resume and cover letter to the Department of Human Resources.