



# RDA Temporary Employment Opportunity

**Opening Date:** 4<sup>th</sup> May 2022  
**Closing Date:** 18<sup>th</sup> May 2022  
**Job Title:** Finance Assistant  
**Location:** Cyril B. Romney Tortola Pier Park | 1-2/F, 52 Pier Park Drive – Unit 8  
**External Agency:** Virgin Islands Recovery and Development Agency  
**Assignment Duration:** Full time Secondment; **Minimum Period of One (1) Year**



## 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 Finance Assistant.

## PURPOSE

The successful applicant will assist with the day-to-day task in the finance department and play an integral role in maintaining accounting information.

## RESPONSIBILITIES

1. Manage data, records, and reports by checking for errors and verifying accuracy of information
2. Enter financial data into the system
3. Process invoices and follow up with stakeholders as needed
4. Create project cost reports
5. Update financial records
6. Assist with the preparation of monthly financial reports
7. Keep track of accounts payable
8. Adhere to written accounting procedures and policies.
9. Provide administrative support within the Finance team

## PREFERRED SKILLS AND COMPETENCIES

- High School Diploma or GED equivalent; Associates Degree in Accounting
- Good knowledge of accounting practices
- Good knowledge of accounting and bookkeeping procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (e.g., QuickBooks)
- Strong organizational skills, both analytical and problem solving
- The ability to work with sensitive and confidential documents
- Requires strong communication skills, both verbal and written
- Ability to manage multiple tasks/projects to achieve deadlines
- Good research skills and attention to detail
- Valid driver's license
- Normal Office Environment
- Field environment; operate motorized vehicle

## WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

### 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  
Central Administration Complex  
Road Town, Tortola VG 1110  
British Virgin Islands**

Or by email: [hrdbvi@gov.vg](mailto: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.