

Opening Date: 23 December 2016
Closing Date: 09 January 2017
Location: Tortola
Vacancy Notice No. 101/2016
Job Classification: Grade 09
Ministry/Department/Unit: BVI Post Office
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Entry level salary starts from \$28,818 - \$45,785.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Senior Accounts Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform and assist with daily accounting and administrative functions to ensure that departmental accounting and fiscal records are kept and maintained accurately.

MAIN RESPONSIBILITIES

1. Ensure diligent performance of accounting functions to ensure that accurate records are kept.
2. Prepare 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. Compare invoices and bills to purchase orders before payment so that accurate payments are made.
4. Monitor and maintain records of all of the Department's accounts to ensure accuracy.
5. Record and reconcile vote book as required to ensure that all transactions are recorded and accounted correctly.
6. Liaise with other government ministries and external vendors and suppliers on relevant matters as and when required to ensure efficiency.
7. Assist in training and supervision of accounts staff where required in order to aid the professional development of other team members.
8. Assist in the drafting of the annual budget when required to support other team members.
9. Prepare and process the relevant forms and paperwork to complete related financial accounting processes.
10. Draft and type correspondence; research, analyse and prepare reports.
11. Assist with maintaining inventory levels.
12. Liaise with other relevant departments and vendors.
13. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Develop your own skills to improve performance
2. Manage time to meet personal objectives
3. Gather required information
4. Gain the trust and support of your manager
5. Make recommendations for the use of resources

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Business Management or Accounting
- One (1) to two (2) years related experience
- Good knowledge of Government structure, policies and procedures
- Good knowledge of applicable laws, regulations, policies and procedures
- Sound knowledge of accountancy principles and procedures
- Sound knowledge of JD Edwards Accounting Software
- Sound knowledge of computer programmes used for analysis and databases
- Good knowledge of the use of standard office equipment and computer applications
- Good oral and written communication skills
- Good interpersonal and organisational skills

HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdbvi@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.

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.