

Opening Date: 30 November 2015
Closing Date: 18 December 2015
Location: Tortola
Vacancy Notice No. 125/2015
Job Classification: Grade 17
Ministry/Department/Unit: Treasury Department
Position Details: Full-time Established position
Employment Type: Contractual
Remuneration/Benefits:

- Salary is commensurate with relevant qualifications and experience.
- Two (2) year renewable contractual appointment with 5% tax-free gratuity on gross salary (on successful completion of contract)
- Relocation assistance and Housing allowance, if recruited from overseas
- Telephone and Car Allowance
- Additional benefits including retirement benefits; medical and travel insurance; vacation and sick leave

JOB VACANCY NOTICE

Accountant General

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will manage and oversee all functions and activities of the Treasury Department in accordance with Government policies and procedures to ensure departmental objectives are met in a timely and professional manner.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the department and the supervision of assigned staff.
2. Design, develop and implement the Government Accounting System to ensure proper accounts are maintained.
3. Advise the Financial Secretary on Government investment opportunities to ensure maximum financial returns are achieved.
4. Establish and maintain effective procedures to record receipt and payment of all public monies to ensure Audit regulations are adhered to and accurate records are available for reference.
5. Oversee the preparation of the Annual Accounts of the Consolidated Fund and the other Public Funds, ensuring delivery in a timely and accurate manner.
6. Prepare and deliver financial management reports, special reports, forecasts and statements on a periodic basis.
7. Oversee the monitoring of accounts and initiate investigations, informing the Financial Secretary and Internal Audit, into selected areas of revenue and expenditure as required.
8. Issue amendments to financial policies and procedures to departments as required.
9. Provide accounting services and advice to Departments in connection with the collection of debts and revenues and the expenditure of public monies.
10. Serve as the Accounting Officer for the Treasury Department.
11. Prepare and manage the Department's Annual Budget.
12. Ensure the preparation and submission of Performance Planning and Appraisal Report for all staff.
13. Develop and implement strategic plans.
14. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
15. Perform any other duties as required by the Financial Secretary in accordance with established policies as they relate to financial administration and management.

BEHAVIOURAL COMPETENCIES

1. Manage organisational challenges
2. Manage change in organisational activities
3. Manage relationships across the organisation
4. Provide leadership for the organisation
5. Encourage innovation in the organisation
6. Obtain and analyse information for critical decision-making
7. Communicate and influence effectively
8. Ensure compliance with legal, regulatory, ethical and social requirements
9. Manage your own resources, development and networks
10. Manage financial and physical resources effectively and efficiently, ensuring value for money

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Extended working hours

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Master's Degree in Accounting, Finance or related field
- Seven (7) years managerial experience in public finance or related field
- Must possess a recognised professional accounting designation (CPA, ACCA, CA, CIMA, CIPFA)
- Excellent knowledge of Government structure, policies and procedures
- Expert knowledge of accounting, banking and finance principles
- Expert knowledge of investment and securities instruments
- Expert knowledge of relevant laws, policies and regulations
- Excellent knowledge of relevant financial software packages and computer applications including electronic spreadsheet, database and graphics
- Expert analytical, negotiating, interpersonal and organisational skills
- Excellent oral and written communication skills
- Ability to work well under pressure
- Excellent leadership and management 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.