

Opening Date: 25 May 2022
Closing Date: 8 June 2022
Location: Tortola
Vacancy Notice No. 50 of 2022
Job Classification: Grade 11
Ministry/Department/Unit: Treasury Department
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$34,634-\$40,004 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE

Cash Management Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will ensure the delivery of an excellent customer services experience to customers of the Department.

MAIN RESPONSIBILITIES

1. Create, maintain and update chart of accounts of the department on regular basis in line with defined procedures.
2. Prepare various financial management reports, including trial balances, balance sheets and profit and loss statements in line with defined procedures.
3. Perform Fund Management duties including maintaining accurate information on pension with various governments and administrations (United Kingdom and Caribbean) and ensuring timely processing of payments to various governments and administrations.
4. Monitor cash balances to ensure availability of funds on a daily basis to ensure timely payments are made in accordance with defined procedures.
5. Attend meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to the role.
6. Maintain the customer's accounts and files.
7. Direct customers to the appropriate staff for inquires or other services.
8. Determine customers' online and cash management needs, explain various banking services offered and process applications related to cash management, online banking and merchant services.
9. Monitors activities in Department's general email inbox.
10. Analyzes, prepares and presents analyzed account statements, products and services to Relationship Manager and customers.
11. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Manage time effectively
3. Provide leadership in area of responsibility
4. Ensure products and services meet quality requirements
5. Provide information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Accounting, Mathematics, Finance or related field
- Five (5) years related experience
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Excellent knowledge of financial software packages
- Excellent knowledge of accounting, finance and debt management
- Sound oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure

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: 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.

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.