

Opening Date: 11 August 2015
Closing Date: 28 August 2015
Location: Tortola
Vacancy Notice No. MOF/06/2015
Job Classification: Grade 5
Ministry/Department/Unit: Treasury Department
Position Details: One year probationary period
Established position
Employment Type: Shift schedule / Temporary appointment
Remuneration/Benefits: **Entry level salary starts from \$21,287 – \$33,827.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Accounts Officer I

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform and to assist with daily accounting and administrative functions to ensure that departmental accounting and fiscal records are kept and maintained accurately, and that functions are performed in a timely, accurate and professional manner.

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.
3. Reconcile invoices and bills to purchase orders before payment so that accurate payments are made.
4. Record all accounting transactions in the vote book.
5. Assist in the drafting of the annual budget.
6. Assist in the preparation of monthly financial statements for the Accounting Officer.
7. Prepare and process the relevant forms and paperwork to complete related financial accounting processes.
8. Draft and type correspondence and reports.
9. Research, analyse and prepare reports.
10. Assist with maintaining inventory levels.
11. Liaise with other relevant departments and vendors.
12. Maintain records relevant to the specific department and keep filing up to date so that complete records are available for reference.
13. Issue Government receipts to paying customers.
14. Tabulate and reconcile receipts with total money collected and posted to the accounting records.
15. Accurately prepare deposit slips and deposit bags to be sent to the bank.
16. Provide adequate customer service.
17. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

BEHAVIOURAL COMPETENCIES

1. Organises and develops self
2. Manages self to ensure conduct meets departmental standards
3. Develops and maintains effective working relationships
4. Organises and maintains information
5. Communicates information

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- One (1) year working experience in a related area
- Good knowledge of Government structure, policies and procedures
- Basic knowledge of applicable laws, regulations, policies and procedures
- Good knowledge of accountancy principles and procedures
- Good knowledge of JD Edwards Accounting Software
- Good knowledge of computer programmes used for analysis and databases
- Good knowledge of the use of standard office equipment and relevant 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:

**Financial Secretary
Ministry of Finance**

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

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrcbvi@gov.vg

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

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.

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