

Opening Date: 13 February 2019
Closing Date: 27 February 2019
Location: Tortola
Vacancy Notice No. 18 of 2019
Job Classification: Grade 13
Ministry/Department/Unit: Treasury Department
Position Details: One year probationary period
Established position
Full-time
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$42,486 - \$67,509.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Compliance Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will effectively and efficiently manage the day-to-day operations of the Compliance Unit, by ensuring that the Department follows and operates within the parameters of established legislation, policies and guidelines, and in accordance with Public Service Values. Lead and conduct internal audits and to make recommendations for improvement.

MAIN RESPONSIBILITIES

1. Direct the operations of the Treasury Department's Compliance Unit to ensure the effective and efficient operation of the unit in support of the Department's Medium Term Strategy.
2. Direct the updating, development, documentation and implementation of compliance-related legislation, policies, procedures and systems.
3. Communicate and educate on the various financial regulations, policies and guidelines of the Department to ensure knowledge and understanding in order to ensure compliance.
4. Develop an annual programme of compliance inspections for the Compliance Unit in liaison with the Accountant General and Deputy Accountant General, to ensure adequate coverage of areas within the timeframe and audit resources available.
5. Monitor compliance programmes and systems to ensure their effectiveness.
6. Lead the auditing of Treasury statements of accounts participating where necessary to ensure audits are carried out as planned in a timely and efficient manner.
7. Conduct or direct the internal examination of processes, procedures and systems to ensure compliance with regulations, policies and guidelines, and to identify compliance issues for corrective action.
8. Review audit work carried out to ensure that the objectives of the audit programmes are achieved, and that adequate documentation is in place to support audit programme.
9. Maintain documentation of compliance activities, such as complaints, requests for examination and investigation outcomes.
10. Prepares reports resulting from compliance investigations, as well as monthly and quarterly reports on the compliance programme of the Department.
11. Stay current on the latest financial accounting, compliance and reporting international standards, trends and best practices.
12. Discuss emerging compliance issues with the Deputy Accountant General and Accountant General.
13. Serve as point of contact, and provide advice to management and employees on compliance matters
14. Assists with the preparation of the Department's annual budget so that accurate and realistic goals and constraints are set for the business unit.
15. 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.
16. Supervise and direct the work activities of assigned personnel.
17. Coordinate and conduct training of assigned personnel to ensure understanding of established accounting regulations, policies, processes, procedures and systems.
18. Monitor and evaluate the performance of assigned personnel in accordance with the formal Performance Management Programme; and mentors to support performance improvement where necessary.
19. 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. Develop the trust and support of colleagues and stakeholders
2. Manage self to model behavior in meeting departmental standards
3. Provide leadership in your area of responsibility
4. Allocate work to teams and individuals
5. Minimise interpersonal conflict
5. Develop the team to improve performance
6. Identifies customer requirements and plans to meet them
7. Plans for and implements change

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment
- Occasional travel to satellite locations
- Occasional extended working hours

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- Bachelor's degree in Accounting or related field, from an accredited institution
- Five (5) years working experience inclusive of supervisory experience
- Professional certification - CPA, ACCA, GRC or equivalent certification preferred
- Three (3) years management experience
- Expert knowledge of Government structure, policies and procedures
- Expert knowledge of applicable policies, regulations and laws
- Excellent knowledge of accountancy principles and procedures
- Excellent knowledge of JD Edwards Accounting Software
- Excellent analytical and decision making skills
- Sound knowledge of the use of standard office equipment and computer applications
- Sound knowledge of computer programmes used for analysis and databases
- Sound knowledge of business management and accounting
- Sound oral and written communication skills
- Sound organisational and interpersonal skills
- Sound decision making and problem solving skills
- Ability to work well under pressure
- Sound supervisory and management skills

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
Road Town, Tortola VG 1110
British Virgin Islands
Or by email: hrdeployment@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.