

Opening Date: 25 February 2019
Closing Date: 30 April 2019
Location: Tortola
Vacancy Notice No. 22 of 2019
Job Classification: Grade 20
Ministry/Department/Unit: Ministry of Finance
Position Details: One year probationary period or Contractual Appointment
 Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$88,794 - \$116,324.** Salary is commensurate with relevant qualifications and demonstrated experience.

JOB VACANCY NOTICE

Financial Secretary

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will advise the Minister of Finance on all matters pertaining to fiscal policy and the financial management of the Territory's monetary resources.

MAIN RESPONSIBILITIES

1. Serve as the Government's chief financial advisor to the Minister of Finance and ensures the effective implementation and monitoring of the Ministry's policies.
2. Develop and implement strategic plans.
3. Oversee the Budgetary administration to ensure proper financial control and procedures are being followed during compilation of Operating and Capital Budgets, so that informed advice can be given on the appropriate legislative measures to affect Government's policies as presented in the Budget.
4. Advise the Minister of Finance on Public Debt to ensure it is managed efficiently and effectively in the best interest of the Government.
5. Serve as the Accounting Officer for the Ministry of Finance.
6. Prepare and manage the Ministry's Annual Budget.
7. Ensure that legislation under this Ministry is reviewed and upgraded periodically so that legislation is always consistent, up-to-date, and current.
8. Ensure the facilitation and organisation of financial arrangements with multilateral banking institutions including local commercial banks and financial institution for the benefit of the Government.
9. Act as Chief Liaison Officer between Government and the National Development Bank of the Virgin Islands to ensure that all operations, policies and legislation pertaining to the National Development Bank are formulated and operated within Government's stated policies and priorities.
10. Ensure that the Social Security Board adheres to established policies and procedures in carrying out their functions to ensure compliance with procedural guidelines so that it remains relevant and responsive to the needs of the contributors.
11. Advise the Director BVI Ports Authority on the formulation of policy and implementation of policy recommendations to assist the Director in making informed decisions.
12. Responsible for the day-to-day management and administration of the Ministry to maintain the efficient delivery of services across the departments under the Ministry of Finance's portfolio.
13. Ensure the preparation and submission of Performance Planning and Appraisal Report for all staff.
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 Honourable Minister of Finance in accordance with established policies as they relate to financial administration and management.

BEHAVIOURAL COMPETENCIES

- | | |
|--|---------------------------------|
| 1. Manage organisational challenges | 6. Making Effective Decisions |
| 2. Manage change in organisational activities | 8. Collaborating and Partnering |
| 3. Manage relationships across the organisation | 9. Building Capacity for All |
| 4. Provide leadership for the organisation and communicate | 10. Delivering Value for Money |
| 5. Encourage innovation in the organisation | |

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Extended working hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Accounting, Finance or related field
- Ten (10) years managerial experience in Public Finance or related field
- Expert knowledge of Government structure, policies and procedures
- Expert knowledge in management, finance, accounting, economics and planning statistics
- Expert knowledge of relevant laws, policies and regulations
- Expert knowledge of budgeting, international marketing and foreign policy
- Expert knowledge of relevant financial software packages and computer applications including electronic spreadsheet, database and graphics
- Expert analytical, negotiating, interpersonal and organisational skills
- Sound knowledge of the use of standard office equipment
- Excellent oral and written communication skills

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: hrdbvi@gov.vg

-
- Ability to work well under pressure
 - Excellent leadership and management skill
-

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: hrdemployment@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.