

**Opening Date:** 18 September 2018  
**Closing Date:** 2 October 2018  
**Location:** Tortola  
**Vacancy Notice No.** 44/2018 – **INTERNAL APPLICANTS ONLY**  
**Job Classification:** Grade 9  
**Ministry/Department/Unit:** Post  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$28,818 – \$45,785**. Salary is commensurate with relevant qualifications and experience.

**JOB VACANCY NOTICE**  
**Senior Accounts Officer**  
**INTERNAL APPLICANTS ONLY**  
Government of the Virgin Islands



**ROLE SUMMARY**

The successful applicant will perform and assist with daily accounting and administrative functions to ensure that departmental accounting and fiscal records are kept and maintained accurately.

**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 in a timely manner.
3. Compare invoices and bills to purchase orders before payment so that accurate payments are made.
4. Monitor and maintain records of all of the Department's accounts to ensure accuracy.
5. Record and reconcile vote book as required to ensure that all transactions are recorded and accounted correctly.
6. Liaise with other government ministries and external vendors and suppliers on relevant matters as and when required to ensure efficiency.
7. Assist in training and supervision of accounts staff where required in order to aid the professional development of other team members.
8. Assist in the drafting of the annual budget when required to support other team members.
9. Prepare and process the relevant forms and paperwork to complete related financial accounting processes.
10. Draft and type correspondence; research, analyse and prepare reports.
11. Assist with maintaining inventory levels.
12. Liaise with other relevant departments and vendors.
13. Performs any other related duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

**BEHAVIOURAL  
COMPETENCIES**

1. Develop your own skills to improve performance
2. Manage time to meet personal objectives
3. Gather required information
4. Gain the trust and support of your manager
5. Make recommendations for the use of resources

**WORKING CONDITIONS/  
ENVIRONMENTAL FACTORS**

- Normal office environment

**MINIMUM  
QUALIFICATIONS AND  
EXPERIENCE**

- Bachelor's Degree in Business Administration/Management, Public Administration or related field
- One (1) to two (2) years working experience
- Good knowledge of Government structure, policies and procedures
- Good knowledge of applicable laws, regulations, policies and procedures
- Sound knowledge of accountancy principles and procedures
- Sound knowledge of JD Edwards Accounting Software
- Sound knowledge of computer programmes used for analysis and databases
- Good knowledge of the use of standard office equipment and computer applications
- Good oral and written communication skills
- Good interpersonal and organisational 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: [hrrdbvi@gov.vg](mailto:hrrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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*

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.

*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.*