

Opening Date: 29 October 2018
Closing Date: 12 November 2018
Location: Tortola
Vacancy Notice No. GG 17 of 2018 (**INTERNAL APPLICANTS ONLY**)
Job Classification: Grade 05/07
Ministry/Department/Unit: Office of the Director of Public Prosecutions
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$21,287- \$38,906.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Accounts Officer I/II
INTERNAL APPLICANTS ONLY
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 in a timely manner.
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. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.

**BEHAVIOURAL
COMPETENCIES**

1. Maintains work activities to meet requirements, including quality
2. Contributes to the control of resources
3. Gathers required information
4. Informs and advises others
5. Considers opportunities for change
6. Makes recommendations for the use of resources

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Normal office environment

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- High School Diploma or equivalent
- Associate's Degree in Accounting or related field
- One (1) to Two (2) years 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
- 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:

**Permanent Secretary (Acting)
Deputy Governor's Office**

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:

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

Road Town, Tortola VG 1110
British Virgin Islands
Or by email: www.hrdbvi@gov.vg

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.