

Opening Date: 24 July 2017
Closing Date: 07 August 2017
Location: Tortola
Vacancy Notice No. MOF/06/2017
Job Classification: Grade 05/07
Ministry/Department/Unit: Treasury Department
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

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. Ensures diligent performance of accounting functions to ensure that accurate records are kept.
2. Prepares purchase orders and vouchers within a specified timeframe to ensure that internal records for expenses are accurately kept and orders are made.
3. Reconciles invoices and bills to purchase orders before payment so that accurate payments are made.
4. Records all accounting transactions in the vote book.
5. Assists with the drafting of the annual budget.
6. Assists with the preparation of monthly financial statements for the Accounting Officer.
7. Prepares and processes the relevant forms and paperwork to complete related financial accounting processes.
8. Drafts and types correspondence and reports.
9. Researches, analyses and prepares reports.
10. Assists with maintaining inventory levels.
11. Liaises with other relevant departments and vendors.
12. Maintains 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. Performs 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. 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
- Normal office environment

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Accounting or related field
- One (1) to three (3) years' working experience in a related area
- Valid BVI driver's license
- Good to sound knowledge of Government structure, policies and procedures
- Basic knowledge of applicable laws, regulations, policies and procedures
- Good to sound knowledge of accounting principles and procedures
- Good to sound knowledge of the use of standard office equipment
- Working knowledge of relevant computer software applications
- Good to sound interpersonal and organisational skills
- Good to sound oral and written communication skills
- Ability to work well under pressure
- Sound supervisory skills

HOW TO APPLY

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 hrd@bvi.gov.vg

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

Financial Secretary
Ministry of Finance
Central Administration Complex
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: www.hrdbvi@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.

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.