

Opening Date: 1 April 2019
Closing Date: 15 April 2019
Location: Tortola
Vacancy Notice No.: MOF 1 of 2019 (**INTERNAL APPLICANTS ONLY**)
Job Classification: Grade 3
Ministry/Department/Unit: Treasury Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$18,367- \$27,471.** Salary is commensurate with relevant qualifications and experience.

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



ROLE SUMMARY

The successful applicant will perform secretarial, cashiering and record keeping duties to ensure that departmental accounting and fiscal records are maintained. **SEEKING TO RECRUIT INTERNAL OFFICERS ONLY WHO FALL WITHIN THE GRADE 1 TO 6 RANGE.**

MAIN RESPONSIBILITIES

1. File all payment vouchers, revenue and other source documents to ensure that internal records for expenses are accurately kept and orders are made.
2. Compare invoices and bills to purchase orders before payment so that accurate payments are made.
3. Record and reconcile vote book as required to ensure that all transactions are recorded and accounted correctly.
4. Collect and deliver mail to departments, banks and Post Office and retrieve documents as required.
5. 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. Observes departmental standards for own conduct
2. Manages own work effectively
3. Manages customer relationships
4. Communicates clearly and effectively
5. Contributes to the effective use of resources
6. Manages relationships with others in the team, including your manager

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Valid BVI driver's license
- Good knowledge of Government structure, policies and procedures
- Good knowledge of accounting procedures
- Good knowledge of the use of standard office equipment
- Working knowledge of relevant computer software applications
- Good knowledge of general office procedures
- Good time management and organisational skills
- Good oral and written communication skills
- Good interpersonal skills and ability to work as a team player

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:

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

Or by email: hredemployment@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.