



HEALTH DIRECTORATE

VACANCY-ACCOUNTS CLERK

The Health Directorate has a vacancy for an Accounts Clerk. The purpose of the role is to assist the Executive Officer (Accounts) with providing an efficient and effective accounting function.

Some of the duties for this post include:

1. Responsibility for the preparation of the Directorate's payroll data for submission to SHG Central Payroll Section. Dealing with relevant queries, checking and verifying all supplier invoices and preparing the supporting supplier invoice returns in accordance with financial procedures.
2. Preparing pay sheets, bank transfers and other invoices as necessary and requisitions for consumables (e.g. fuel, stores, maintenance jobs etc.) for relevant sectors of the Directorate.
3. Collating all billing information for the Directorate and preparing Customer Invoice returns.
4. Assisting with creating and maintaining appropriate spreadsheets to aid analysis to inform budgeting and decision making.
5. Cashier duties.
6. Responsibility for the Directorate's stores, reconciling invoices against orders and acting any queries and discrepancies following receipt of goods, and ensuring all store records are maintained in accordance with the Stores Regulations.

The successful applicant must have GCSE qualifications in Maths or Accounts and English at Grade C or above, or equivalent, a Class A driver's licence, at least 3 years' experience working in finance and customer focused environment, cash handling experience and previous Storekeeping experience.

Salary for the post is at Grade B commencing at £6,722 per annum.

All appointees are subject to the successful candidate providing satisfactory clearances, medical check, vetting or DBS Disclosure and references. SHG reserves the right to have information provided on the application form independently verified.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria will be guaranteed an interview.

Interested persons requiring further details regarding this post can contact Miss Clarissa Osborne, Administration and Accounts Manager on telephone number 22500 or email clarissa.osborne@sainthelena.gov.sh

Application forms and a job profile are available from the Health Directorate and should be completed and submitted, through Directors where applicable, to Madonna Henry, Human Resources Officer, Health Directorate or e-mail madonna.henry@sainthelena.gov.sh by no later than 4pm on Monday, 29 January 2018.

Dr Akeem Ali

12 January 2018

Director

Health Directorate