



St Helena
Government

PUBLIC NOTICE

VACANCY FOR ACCOUNTS EXECUTIVE

Corporate Finance invites applications for an Accounts Executive to work in their Accounting Services Section.

The Accounts Executive will have the opportunity to contribute to the effective operations of the financial accounting system and is responsible for the accurate and efficient entry of data. This is a diverse role which involves the monitoring of transactions for all directorates within the St Helena Government.

Applicants should have at least GCSE English Language and Mathematics at Grade C or above and should ideally have the following:

- GCSE Accounts at Grade C or above, or ACCA Certified Accounting Technician Level 1 or equivalent;
- Possess intermediate IT skills in Access Dimensions;
- At least 1 year's experience in an accounting role.

Salary for the post is at Grade B commencing at £6,722 per annum. However, applicants who do not possess the relevant qualifications and/or experience will have the opportunity to become a Trainee Accounts Executive.

For further details regarding the duties of the post and for a copy of the job profile, interested persons can contact Temporary Senior Accounts Executive, Sarah Greentree: sarah.greentree@sainthelena.gov.sh or Accounting Services & Budget Manager, Sara Benjamin: sara.benjamin@sainthelena.gov.sh or on telephone no: 22470.

Application forms can be obtained from Corporate Human Resources and Corporate Finance and should be submitted through Directors, where applicable, to Nicole Peters, Corporate Human Resources, The Castle or e-mail nicole.peters@sainthelena.gov.sh by no later than 4pm on Wednesday 9 August 2017.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. 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 listed in the job profile will be guaranteed an interview.

Corporate Services

26 July 2017