



St Helena  
Government

# PUBLIC NOTICE

## VACANCY FOR TEMPORARY FINANCE SUPPORT OFFICER

Corporate Finance has an opportunity for a self-motivated individual to fill the vacant post of Finance Support Officer. The post holder will be responsible for providing general support to the Accounting Services team for a fixed-term period of three months in the first instance, with the possibility of extension.

The main duties of the post will include:

- Various reconciliations;
- Covering receivables, payables and payroll;
- Financial management.

Prospective candidates should have at least GCSE Maths and English Language at Grade C or above and at least 1 year's experience in an accounting role.

Salary for the post is at Grade A7 which is £6,033 per annum, pro rata.

For further details regarding the duties of the post and for a copy of the job profile, interested persons can contact Financial Accountant, Jessica Harper, on telephone no: 22470 or email [jessica.harper@sainthelena.gov.sh](mailto:jessica.harper@sainthelena.gov.sh).

Application forms can be obtained from Corporate Human Resources or Corporate Finance and should be submitted through directors, where applicable, to Nicole Peters, Corporate Human Resources, The Castle or email [nicole.peters@sainthelena.gov.sh](mailto:nicole.peters@sainthelena.gov.sh) by no later than 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**