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## Vacancy for Accounting Technician

Corporate Finance has an opportunity for a highly motivated individual to join their Accounting Services Section as Accounting Technician. The post holder will support the Financial Accountant and Accounting Services and Budget Manager with the management of financial and budget processes for the St Helena Government.

The main duties of the post will include:

- Monitoring financial ledger transactions;
- Preparation of annual financial statements;
- Budget preparation and budgetary control;
- Provision of technical advice on accounting matters.

The successful applicants should have attained a Certified Accounting Technician qualification (or equivalent) and should also have the following:

- At least 3 years accounting experience;
- Experience in the preparation of elements of statutory accounts and analysis of financial information;
- Proficient in Microsoft applications and Accounting software packages including Access Dimensions and Asset Manager.

The successful candidate should also have a good understanding of Accounting Standards and Principle, as well as excellent analytical and financial management skills.

Salary for the post is at Grade D commencing at £11,034 per annum.

For further details regarding the duties of the post and for a copy of the job profile, interested persons can contact Jessica Harper, Financial Accountant on telephone number: 22470 or email [jessica.harper@sainthelena.gov.sh](mailto:jessica.harper@sainthelena.gov.sh).

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](mailto:nicole.peters@sainthelena.gov.sh) by no later than 4pm on Wednesday 6 September 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.*