



St Helena
Government

PUBLIC NOTICE

VACANCY TEMPORARY ACCOUNTS EXECUTIVE – 3 MONTHS

Would you like the opportunity to develop further financial skills and understand how SHG's financial accounting systems operate? Then this is the chance for you to do so by putting forward your expression of interest to undertake the role of Accounts Executive for a period of 3 months.

This opportunity is open to those who have worked in an accounting role for at least 1 year. You should possess GCSE Maths, Accounts and English at Grade C or above and be proficient in the use of the Accounting software package Access Dimensions.

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

If you would like to have a chat about this opportunity and for a copy of the Job Profile, please contact Sarah Greentree on telephone number 22470 or email: sarah.greentree@sainthelena.gov.sh

Application forms which are available from Corporate Human Resources and Corporate Finance should be submitted through Directors, where applicable, to Clare O'Dean, Corporate Human Resources, The Castle or e-mail clare.odean@sainthelena.gov.sh by no later than 4pm on Friday 27th April 2018.

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

13th April 2018