



St Helena  
Government

# PUBLIC NOTICE

## TEMPORARY FINANCE SUPPORT OFFICER

Corporate Finance has an opportunity for a self-motivated individual to provide support to the Directorate's Accounting Services team as a Finance Support Officer. This offer is for a temporary period of two months and will be paid at **£40.58 per day**. Part-time support will also be considered. The successful candidate must be available to start immediately.

The main duties include:

- creating and updating spreadsheets
- processing of data in Excel
- checking of figures

Prospective candidates should have excellent computer skills, proficient in the use of Excel and Word and have an aptitude for figures.

For further details regarding the full duties, applicants can contact the Financial Accountant, Jessica Harper, on telephone no: 22470 or email [jessica.harper@sainthelena.gov.sh](mailto:jessica.harper@sainthelena.gov.sh).

Expressions of interest together with a copy of an up-to-date CV should be submitted to Clare O'Dean, Corporate Human Resources, The Castle or email [clare.odean@sainthelena.gov.sh](mailto:clare.odean@sainthelena.gov.sh) by no later than Wednesday 2<sup>nd</sup> May 2018.

**The successful candidate will be required to provide 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

18 April 2018