



St Helena
Government

PUBLIC NOTICE

VACANCY FOR TEMPORARY FINANCE ASSISTANT

The Safeguarding Directorate has a vacancy for a temporary Finance Assistant within the Support Services section. As the Finance Assistant you will have a good head for figures and thrive in a busy and challenging environment. This is offered for a temporary period of two months in the first instance. The successful candidate must be available to start immediately.

As Finance Assistant your main duties will be:

- Preparation of the Directorate's payroll data, dealing with relevant queries.
- Preparing invoices for payment, customer and supplier invoice returns
- Prepare requisitions for consumables (e.g. IT, fuel, stores) for relevant sectors of the Directorate and check monthly recharges prior to payment
- Provide financial information to assist with the preparation of the Directorate's annual budget

Prospective candidates should have the following qualifications and skills:

- GCSE in English, Maths or Accounts at Grade C or above or equivalent qualification
- Driver's License Class A
- Proficient in IT skills

The salary for this post is grade B1, commencing at £6,722.00 per annum.

For further information about the post please contact Mike Rodden, Acting Finance Officer. A copy of the job profile and an application form is available from Sasha Osborne who is contactable on 22713 or by email: sasha.osborne@sainthelena.gov.sh

The closing date for completed applications is on Tuesday, 26th July 2018. Applications should be submitted to Sherrilee Phillips, HR & Admin Officer, Safeguarding Directorate, Brick House or emailed to sherrilee.phillips@sainthelena.gov.sh

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.

Stephanie Jones
Director

Date: 10th July 2018