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## VACANCY FOR ACCOUNTS EXECUTIVE

Are you looking for an employment opportunity in Finance and Accountancy?

Corporate Finance is seeking to recruit a highly motivated individual to join their Accounting Services team as an Accounts Executive.

The Accounts Executive will have the opportunity to contribute to the effective operations of the financial accounting system and is responsible for the accurate and efficient entry of data. This is a diverse role which involves the monitoring of transactions for all directorates within the St Helena Government.

Applicants should ideally possess the following qualifications and experience:

- GCSE English Language and Mathematics at Grade C or above (applicants without a Level 2 qualification in Maths and English may still apply and can undertake a functional skills assessment as part of the recruitment process);
- GCSE Accounts at Grade C or above, or ACCA Diploma in Financial and Management Accounting (RQF Level 2) or equivalent;
- Possess intermediate IT skills in Access Dimensions or similar package;
- At least 1 years' experience in an accounting role.

Corporate Finance provides an environment for professional development in the field of Finance and Accountancy. The starting salary for the post will be £6,722 per annum, and will be reviewed on the achievement of competencies in line with the Finance and Accountancy Cadre.

For further details regarding the duties of the post and for a copy of the job profile, interested persons can contact Sarah Greentree, Business Support Manager on email: [sarah.greentree@sainthelena.gov.sh](mailto:sarah.greentree@sainthelena.gov.sh) or on telephone no: 22470.

Application forms can be obtained from Corporate Human Resources and should be submitted through Directors, where applicable, to Dianne Venning, Human Resources Officer, Corporate Human Resources, The Castle or e-mail [recruitment@sainthelena.gov.sh](mailto:recruitment@sainthelena.gov.sh) by no later than 4pm on Tuesday 07 April 2020.

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**

**24 March 2020**