



# PUBLIC NOTICE

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## VACANCY FOR ADMINISTRATION & ACCOUNTS MANAGER

Corporate Support is seeking to recruit a versatile and experienced individual to join their team to undertake the role of Administration & Accounts Manager.

Responsible to the Head of Corporate Support, the post holder will be responsible for ensuring efficient and effective accounting and administration management in the Corporate Support, Policy and Planning section of Corporate Services.

Some of the main duties of the post will include:

- Perform the duties of sub Accounting Officer for the Corporate Support, Policy and Planning section of Corporate Services in accordance with Financial Regulations to include monitoring of expenditure and revenue in close liaison with Heads of Sections, deciding when budget lines have to be adjusted by the application of virement warrants; and in the absence of the Accounting Officer make decisions regarding unplanned expenditure/calls on the budget.
- Responsible for compiling and monitoring expenditure against phased budgets and providing financial forecasts for Corporate Support, Policy and Planning.
- Responsible for induction for all new recruits in the Corporate Support, Policy and Planning section of Corporate Services in accordance with induction procedures set by Corporate Human Resources
- Member of the Corporate Support, Policy and Planning Management Team to set the strategic direction of the section.
- Arrange Annual Remembrance Day Service, Swearing in Ceremonies and other special events on behalf of Corporate Support, Policy and Planning and the Governor.
- Manage re-payments to the Governor's Emergency Fund, reconciling the bank account.

Applicants should have the following qualifications and experience:

- GCSE in English, Maths and Accounting at Grade C or above, or an equivalent qualification
- Certified Accounting Technician (CAT) qualification, or equivalent
- A minimum of 3 years' experience in an accounts environment
- Experience in applying accounting best practice

The post holder should ideally have:

- experience in drafting and preparing budgets

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South Atlantic Ocean, STHL 1ZZ Telephone: +(290) 22470 Email: [carol.george@sainthelena.gov.sh](mailto:carol.george@sainthelena.gov.sh)

- Intermediate IT skills in Microsoft Word, Excel, Powerpoint, Databases and advanced skills in Access Dimensions or equivalent.
- the ability to work under pressure and prioritise workloads to meet tight deadlines, with good organisational skills and attention to detail

Applicants should be highly motivated and an effective team player.

Salary for this post is at £11,034 per annum.

For further details about the post, interested persons should contact Mrs Carol George, Head of Corporate Support on telephone number 22470 or e-mail: [carol.george@sainthelena.gov.sh](mailto:carol.george@sainthelena.gov.sh)

Application forms are available from Corporate Human Resources and on the SHG website at: [www.sainthelena.gov.sh/vacancies](http://www.sainthelena.gov.sh/vacancies) and should be submitted through Directors, where applicable, to Madonna Henry, Human Resources Officer, The Castle or e-mail [madonna.henry@sainthelena.gov.sh](mailto:madonna.henry@sainthelena.gov.sh) by no later than 4pm on Tuesday, 19 November 2019.

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**

**05 November 2019**