



PUBLIC NOTICE

VACANCY BUSINESS SUPPORT EXECUTIVE

Corporate Finance has an exciting opportunity for a Business Support Executive to join their team.

The post holder will be responsible to the Business Support Manager and will provide administrative and accountancy support to the Business Support Unit, through achieving efficiency of operations, delivering a customer focused service and supporting Corporate Finance in meeting its statutory responsibilities.

The main duties of the post will include, assisting with:

- The administration of pensions for the Government of St Helena, processing pension payments and maintaining pension records in accordance with the applicable rules and regulations;
- Implementation of improvements to the systems and processes within the Business Support Unit to improve customer service and efficiency of operations;
- Debt management in accordance with the debt collection policy within the Financial Regulations; and
- Data entry for Accounts Payable, Accounts Receivable and Payroll ensuring that transactions are processed correctly and on a timely basis.

Applicants should possess the following qualifications and experience:

- GCSE Maths and English at Grade C or above or an equivalent qualification (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);
- ACCA Diploma in Financial and Management Accounting (RQF Level 2), (applicants without the qualification may still apply but must be willing to work towards achieving the qualification);
- Experience working in a Finance and Accountancy Role; and
- Experience with using a computerised software accountancy package such as Access Dimensions and Select Pay.

Prospective candidates should possess good IT skills in standard software programmes such as Microsoft Word, Excel and Outlook with the ability to produce accurate and clear written communications and have good oral communication skills. Candidates should be self-motivated and be an effective team player.

Corporate Services, St Helena Government, The Castle, Jamestown, Island of St Helena,
South Atlantic Ocean, STHL 1ZZ Telephone: +(290) 22470 Email: sarah.greentree@sainthelena.gov.sh

www.sainthelena.gov.sh

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 about the post, interested persons should contact Miss Sarah Greentree, Business Support Manager on telephone number 22470 or e-mail: sarah.greentree@sainthelena.gov.sh

Application forms are available from Corporate Human Resources and on the SHG website at: 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 by no later than 4pm on Wednesday, 22 January 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

08 January 2020