



St Helena
Government

VACANCY

ASSISTANT PAYE OFFICER

(Permanent within *Treasury , Infrastructure & Sustainable Development Portfolio*)

Do you have a interest in working with figures?

If so, this could be an opportunity for you to work with the day to day management of the PAYE system, auditing the Tax data for individual employee tax payers and dealing with tax queries ensuring all PAYE taxes are collected in line with the Income Tax Ordinance.

Applicants should have the following qualifications and/or equivalent level of experience:

- A Level 2 or above qualification in a relevant subject – such as Maths, ICT, Business Administration etc. or equivalent level of demonstrable attainment or experience
- Class A Driver's License
- Experience of making recommendations for improvements in relation to systems and processes
- Proven and effective administrative skills. Understands the need for confidentiality

We offer the following:

Salary: £6,722 per annum

Leave: 25 days per annum

Pension: 15% pension contribution into approved defined contribution pension scheme

Paid Sickness Absence

Flexible working hours scheme

Training opportunities

Further information about the duties of the post and a copy of the job profile, interested persons should contact: Gillian Knipe, Assistant Commissioner Tax on telephone number 25880 or email: gillian.knipe@sainthelena.gov.sh

Application forms are available from:

Central Human Resources or the SHG website at: www.sainthelena.gov.sh/vacancies. Applications should be submitted through Directors, where applicable, to Shari-na Williams, Human Resources Officer, The Castle or e-mail recruitment@sainthelena.gov.sh by no later than **4pm on Tuesday, 04 April 2023. To be considered for this role, you must complete our application form. Failure to do so will mean that your application will not be considered. Please do not submit your CV.**

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. 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. Benefits are subject to change and may only apply to certain roles.