

**Opening Date:** 13 November 2017  
**Closing Date:** 28 November 2017  
**Location:** Tortola  
**Vacancy Notice No.** 56/2017  
**Job Classification:** Grade 18  
**Ministry/Department/Unit:** Office of the Auditor General  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Contractual

## JOB VACANCY NOTICE Auditor General

Government of the Virgin Islands



- Remuneration/Benefits:**
- The annual salary will be in the range of \$68,764 - \$100,744, commensurate with skills and experience, plus fixed allowances. An inducement allowance may be payable to suitably qualified candidates.
  - The appointment, which is subject to a certificate of medical fitness, will be on a three (3) year fixed contract with the option for renewal by mutual agreement.
  - Relocation allowance (for transportation of baggage to and from the BVI); housing allowance; cost of travel, if recruited from overseas
  - Telephone, Car and Entertainment Allowance

### ROLE SUMMARY

The successful applicant will be responsible for the overall management of the Audit Department and in accordance with Section 109 of the VI Constitution, audit and report on the financial activities of government departments and statutory bodies to ensure accountability of public funds and compliance with Financial Regulations and Budgetary Constraints.

### MAIN RESPONSIBILITIES

1. Plan, co-ordinate and supervise the activities of the department to ensure all audits are completed and are done on a timely basis.
2. Audit the Government accounts produced by the Treasury Department, and inquire into and audit the financial records of Government departments and ministries plus statutory boards and trusts, to evaluate compliance with financial legislation and regulations.
3. Provide assistance and advice to accounting officers in departments on their accounting and control system in order to improve processes across Government.
4. Prepare various reports and memoranda as required, to ensure information gathered is being shared and reported on.
5. Perform as an advisory member of the Public Accounts Committee.
6. Review and certify the accounts of the House of Assembly and all Government departments and offices including the Public Service Commission, the Teaching Service Commission and the Police Service Commission and such other body as designated by law, to ensure compliance and timely reporting.
7. Serve as the Accounting Officer.
8. Prepare and manage the Department's Annual Budget.
9. Ensure the preparation and submission of Performance Planning and Appraisal Report for all staff.
10. Develop and implement strategic plans.
11. Identify job specific and environmental factors and develop, where applicable, implement and promote the health and safety policies. Mitigate and minimise workplace hazards.
12. Perform any other related duties as stipulated by legislation, and other regulatory instructions.

### BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Provide leadership in your area of responsibility
3. Control expenditure against budgets
4. Manage self to model behaviour in meeting organisational standards
5. Manage your time effectively

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Accounting or equivalent
- Professional qualification from a recognised examining body
- Eight (8) years in accounting, of which at least five (5) must be in public accounting at a senior managerial level, with some experience in commercial accounting
- Expert knowledge of Government structure, policies and procedures
- Expert knowledge of auditing standards and accounting principles
- Expert knowledge of budgeting
- Expert knowledge of Public Administration
- Expert knowledge of public policies and procedures
- Sound knowledge of the use of standard office equipment and computer applications
- Excellent analytical and decision-making skills
- Excellent organisational and interpersonal skills

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

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- Excellent oral and written communication skills
  - Excellent leadership and management skills
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#### HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**Central Administration Complex**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*