



**HUMAN RESOURCE MANAGEMENT DEPARTMENT
OFFICE OF THE PRIME MINISTER
FEDERATION OF SAINT CHRISTOPHER AND NEVIS**

24 August 2016

Cabinet Secretary
Financial Secretary
Director of Audit
Permanent Secretaries

Circular No 7/2016

VACANCY NOTICE – FINANCE OFFICER

The Human Resource Management Department on behalf of the Ministry of Community Development, Gender Affairs and Social Services wishes to invite persons to apply for the position of Finance Officer on a full-time basis.

Summary - Duties and Responsibilities

The Finance Officer is responsible for the operation of the Financial and Administrative systems, preparation of budgetary and financial reports, financial statements, the annual budget, withdrawals and disbursement requests and preparation of inputs for the financial and performance audits.

Duties and Responsibilities of the post include but are not limited to the following:

- 1 To develop financial procedures which conform to general accounting standards and principles, administrative procedures which will serve as a guide for staff? Ensure that procedures are adhered to for the maintenance of internal control and properly managing the BNTF funds.
- 2 To prepare and submit the annual operational budget to the Project/Manager/Coordinator for presentation to the ;



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- 3 To prepare and submit as required, budgetary and accurate financial reports and statements, generated from data in the system, to the Project Manager and or other funding institutions for information purposes and use in the decision-making process
- 4 To prepare and submit withdrawal and disbursement requests to CDB in accordance with the CDB's policies and Procedures Manual – Guidelines for Withdrawals of Proceeds of Loans, as it applies to grants. Allocate, monitor and control expenditures for the Basic Needs Trust Fund Office. Manage the payroll and relevant worksheets. Monitor project accounts and prepare payments suppliers, contractors, trainees and training agents etc;
- 5 To supervise the conduct of financial performance audits by external auditors.
- 6 To supervise and maintain the financial records on the MIS utilizing sound financial and database management procedures in accordance with the Operations Manual.
- 7 Perform any other duties that may be assigned by the Project Manager

Qualifications

The candidate must possess a Bachelor's Degree in Accounting or related field or mid-level accounting professional qualification (e.g. Level 2 ACCA, Level 3 CGA).

Skills and Experience

The candidate should have:

- At least three (3) years' experience in the field of Accounting.



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- Be proficient in computer skills, including use of spreadsheets, database management and word processing.
- Good written and oral communication skills
- Prior project-related experience would be an asset.

The deadline for the receipt of applications is **7 September 2016**.

Grateful if you would please advertise as widely as possible within the Ministry and departments under your leadership.

Interested persons should send applications and supporting documents to:

**The Permanent Secretary
Ministry of Community Development, Gender Affairs and Social
Services
P O Box 186
Victoria Road
Basseterre**

S Warner
for Chief Personnel Officer