



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Finance Officer
MINISTRY: Ministry of Immigration and Border Services
DEPARTMENT: Employment Services
LOCATION: Providenciales

JOB SUMMARY:

The job holder is required to assist in the performance and service delivery standards of the Financial Accounting Unit which include the key functions of financial reporting, ledger maintenance, maintenance of TCIG Manuals and providing advice and support to ensure Ministries comply with the financial ordinances, regulations, directives or instructions.

The job holder will provide impartial, accurate and timely advice when requested by the Accountant General.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist with the service delivery standards in the Financial Accounting Unit. This includes:
2. Assist with implementing strategies to mitigate risks and align the Unit to achieve its mandate and outputs detailed in such plans;
3. Working within goals/indicators to ensure performance and targets are achieved; and
4. Ensuring that the public financial legislation, Instructions and Public Service Ordinance, Public Service Handbook are adhered to in the performance of duties and in delivering services.
5. Principally responsible to the Assistant Accountant General, Financial Accounting, to assist with the preparation and consolidation of financial statements for the whole of TCIG and the provision of technical accounting advice concerning generally accepted accounting practice and its application throughout TCIG.
6. Monitor the financial data within Smart Stream for accuracy, carrying out regular review and reconciliation of balances and liaising with other Managers to obtain relevant information and reports in support of these balances. Includes maintaining adequate work papers and files to meet the requirements of audit.





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7. Assist the Assistant Accountant General, Financial Accounting in the discharge of the following statutory and other obligations –
 - a. The compilation and management of the accounts of government.
 - b. The identification and quantification of contingent liabilities.
 - c. The management of the Contingencies Fund.
 - d. The submission of accounts to the Minister responsible for finance and the Chief Auditor [Auditor General].
 - e. Assistance and support in resolving audit issues.
 - f. The determination of the basis of accounting and the classification system for each government department, fund, and public entity.
 - g. Compilation of information for the preparation of the Accountant General's annual report to the Minister responsible for finance.
8. The monitoring of regional and international developments in good accounting practice with a view to their potential implementation in TCIG and its statutory bodies
9. Assist with the compilation and maintenance of the TCIG Finance Manual containing financial and accounting policies, instructions and procedures from –
 - a. The Framework Document issued under Section 109 of Turks and Caicos Islands Constitution Order 2011
 - b. The borrowing guidelines agreed with Her Majesty's Government in the United Kingdom under Section 119 of Turks and Caicos Islands Constitution Order 2011
 - c. Instructions and directives issued by the Minister of Finance
 - d. Instructions from the Permanent Secretary Finance
 - e. Instructions from the Accountant General
10. Regularly review and update these manuals.
11. Assist the Assistant Accountant General, Financial Accounting by providing information and support in the following –
 - a. The content of general or specific accounting instructions to accounting officers or the chief executives of public entities of a general nature or more specifically in respect of matters arising for statutory obligations.
12. The reporting of any apparent defect in financial control, non-observance of the financial ordinances, regulations, directives or instructions.
13. Adhere to all Public Service codes, rules and regulations
14. Other related tasks as assigned.





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MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

Undergraduate degree in accountancy (BSc/BCom/BBA) or equivalent.

Experience:

The position requires at least four (4) years hands-on experience, of which two (2) years should have been obtained by working in a supervisory role in a financial public sector unit or institution.

SALARY: Grade 6.1- \$45,992.00 per annum

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, and Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.