



ANGUILLA FINANCIAL SERVICES COMMISSION

EMPLOYMENT OPPORTUNITY

ACCOUNTANT – FINANCIAL SERVICES COMMISSION

Applications are invited from suitably qualified persons to fill the post of Accountant with the Financial Services Commission (“the Commission”). The primary function and purpose of the post is the accounting and financial management of the Commission. The post is senior and reports to the Director of the Financial Services Commission.

The primary duties of the post include:

- Maintain and manage the Commission’s financial records, including monthly reconciliation of all bank accounts, the preparation of monthly management accounts for the Director and quarterly management accounts for the Board, and the coordination of the annual audit of the Commission accounts;
- Preparation and maintenance of budgets, forecasts and written procedures for internal payment systems, accounting system and accounting databases;
- Administer the Commission’s budget in accordance with established procedures;
- Assist the Director with the administration of the Commission; including assisting with the preparation of the Commission’s budget, work programme and strategic plan, and advising on operating policies, manpower and material requirements for the efficient operation of the Commission.
- Provide administrative and accounting support to Director and the Commission based on a sound knowledge of contemporary best practices in these areas;



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Preferred Qualifications for Applicants:

- Professionally qualified as an accountant (ACCA, CPA);
- Professional experience of 7 -10 years, 3 of which should be in a senior level position;
- able to work with limited supervision.

A competitive salary will be offered based on qualifications and experience.

Persons interested in the position should send their letter of application and resume by the deadline of **30 November 2020** to:

Director,
Financial Services Commission,
P.O. Box 1575
The Valley
Anguilla

Persons also should send a copy of their application to the Labour Commissioner, Mrs. Joanne Hodge at the Labour Department, The James Ronald Webster Building, The Valley, Anguilla.