

VACANCY NOTICE 002/2023
ACCOUNTS OFFICER



Position Overview:

The Telecommunications Regulatory Commission (the *Commission*) is seeking a skilled and dedicated Accounts Officer who is willing to join our team to contribute to the financial excellence and regulatory precision that drives our organization forward.

As the Accounting Officer, you will collaborate directly with the Chief Financial Officer (CFO) to ensure that the Commission's financial strategies are executed flawlessly. You will also assist in maintaining the financial health that drives our initiatives.

Primary Responsibilities:

1. Work closely with the CFO to manage and monitor financial operations.
2. Strong verbal and written communication skills.
3. Assist with the development of financial policies and procedures.
4. Assist with the monthly preparation of management accounts. Recording transactions for payments.
5. Assist with budget preparations and prepare monthly variance reports for all internal departments.
6. Must possess excellent organizational skills for the maintenance of accurate and meticulous financial records.
7. Ensure accurate maintenance of the general ledger and maintain the Fixed Asset Register.
8. Assist in the preparation of annual financial statements.
9. Assist with analyzing financial information for decision-making purposes.
10. Preparation of purchase orders, cheques and assist in monthly reconciliations.
11. Liaise with the external auditors, creditors, and debtors.
12. Any other related duties as required.

Minimum Qualifications and Experience:

- An Associate degree in accounting.
- At least 2 -5 years' relevant work experience.
- Sound working knowledge of International Financial Reporting Standards (IFRS).
- Sound working knowledge of QuickBooks and Microsoft Applications.

Salary: Commensurate based on skills and experience

Terms: Permanent – Virgin Islanders or Belonger's Preferred

Closing date: September 29, 2023

Please send your resume to:
Human Resources – Ref: Accounts Officer
Telecommunications Regulatory Commission
P.O. Box 4401
Road Town, Tortola
British Virgin Islands. VG 1110
or email hr@trc.vg