



ASCENSION ISLAND GOVERNMENT

VACANCY NOTICE

Team Leader - Finance & Travel

Total package value up to £34,417

(Single & accompanied status including allowances and dependent of qualifications and experience)

We are looking for a Team Leader - Finance & Travel within the Resources Directorate. The successful candidate will be responsible to the Deputy Director of Resources for the performance of accounting functions with the Finance Team of the Ascension Island Government.

What you will do:

- To support the accurate preparation, delivery and reporting of the accounts.
- Responsible to perform the role as Senior Customs Officer, leading and delegating to team of customs officers as appropriate.
- Manage all sales transactions including chasing outstanding debt.
- To manage and oversee the flight bookings systems, including incoming and outgoing charges.
- To support the Administrator in producing expenditure claims to FCDO.
- In conjunction with the Shipping Agent, agree disbursement accounts, making payments and collection of fees as appropriate.
- To facilitate and support the Finance Team training and development programme.
- To assist in preparation of financial forecasting and liaise with Team Leaders to ensure confidence in reporting.
- To provide general financial support to all Government Teams and Team Leaders.
- To perform extended duties in the absences of the Deputy Director of Resources or other staff as required.
- To undertake any other tasks as determined appropriate by the Director or Deputy Director of Resources.

What you will bring:

The ideal candidate will have a minimum of five years' experience working in a finance environment or an accountancy qualification to at least Technician level. Have a full understanding of accruals or resource accounting, a sound understanding of budgeting and forecasting techniques, experience of supporting the delivery of statutory accounts, understanding and experience of an audit framework. Excellent IT skills, GCSE's in English and Maths at Grade C or equivalent, knowledge of Sage Accounting Modules, be a strong team worker with the ability to interface with people at all levels and be willing to pursue personal development.

What we offer:

In addition to an annual salary up to £18,750 per annum (taxable on Ascension), the role attracts an accompanied or single status contract and the following benefits:

- Rent free furnished accommodation worth approx. £400 per month
- A food allowance of £7,200 a year accompanied or £3,600 single status per year
- An electricity allowance worth £938 per year
- A water allowance worth £2,729 accompanied or £1,360 single status per year
- Relocation costs for your personal effects, including the shipment of a vehicle
- One mid-contract return journey to your country of recruitment
- A gratuity payable on the successful completion of a 2-year contract
- 30 days annual holiday (with additional 9 days public holidays)
- Free primary dental and medical care
- Free schooling for children from 4 up to 16 years
- Free annual travel insurance

The appointment will be subject to:

- Basic Criminal Records Check
- Employment References
- Medical and Dental Clearance

Closing date: 09 June 2023 / Interviews: Week beginning 12 June 2023 / Start date: July 2023

For information, a job description, and to apply visit: www.ascension.gov.ac/lifestyle-and-employment/working-here/
If you have any queries about the role, please email: recruitment@ascension.gov.ac