



ASCENSION ISLAND GOVERNMENT VACANCY NOTICE

Finance Assistant

Total package value up to £26,427.00

(comprising salary of £15,137.00 per annum plus food and utilities allowances, free housing and other benefits)

About the role

We're looking for a Finance Assistant to support the Finance Team in delivering a high-quality income tax and customs function. This is a varied and rewarding role that supports both the public and internal Government teams, with responsibilities spanning tax administration, customer service, customs operations, and general finance support.

What you'll do

As Finance Assistant, you'll focus on administering income tax processes, including issuing forms, collecting PAYE contributions, maintaining registers, and responding to queries. You'll ensure the timely collection and reconciliation of taxes from employers, small businesses, contractors, and visitors. You'll also support customs operations by assisting with baggage checks and arrivals at sea and air ports. Additionally, you'll provide flexible support across the Finance Office and may assist in areas such as the Post Office, Travel Office, or Stores during busy periods or staff absence.

What you'll bring

You'll have good IT skills, especially in Microsoft Excel, Outlook, and Word, and ideally some knowledge of accounting software such as Sage. You're a confident communicator who can interact politely and professionally with the public, suppliers, and colleagues across Government. You'll be someone who works well both independently and as part of a team, with a methodical approach to handling sensitive information, cash, and data. Experience in income tax or customs duties would be a distinct advantage, but full training will be provided to the right candidate.

What we offer

In addition to an annual salary of £15,137 per annum (taxable on Ascension), the role attracts a single status contract and these benefits:

- Rent free furnished accommodation worth up to £2,400 pa (taxable benefit)
- A single status food allowance of £3,900 pa (taxable benefit)
- An electricity allowance worth £3,140 per year
- A single status water allowance worth £1,850 pa
- Relocation costs for your personal effects, including assistance with 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 annual travel insurance

This appointment will be subject to:

- Satisfactory Employment References.
- Basic Criminal Records Check.
- Satisfactory Medical Clearance.

Closing date: **03 June 2026**
Interviews: **week commencing 08 June 2026**
Start date: **as soon as possible**

For more information, a full job description, and to apply visit: <https://www.ascension.gov.ac/lifestyle-and-employment/working-here/>

If you have any queries about the role, please email recruitment@ascension.gov.ac

*** Internal applications from AIG employees currently on accompanied status contracts will be considered***