



British Virgin Islands Health Services Authority
Vacancy Notice No. 7 of 2024
Internal Auditor

The B.V.I Health Services Authority invites qualified and professional applicants for the position of **Internal Auditor**

PRIMARY DUTIES & RESPONSIBILITIES (*included but not limited to*):

1. Prepares an Audit Charter for the review of the Audit Committee.
2. Prepares and implement the Annual Audit Plan for the Internal Audit Department.
3. Prepares an Organizational Chart for the Internal Audit Department
4. Prepares Job Description and Functions for Staff Members in the Internal Audit Department.
5. Evaluates the adequacy of System Design and Internal Control Framework in meeting the Authority's Strategic Goals.
6. Reporting on material weaknesses ensuring facts are gathered and their full meaning is understood.
7. Performs Financial Audits ensuring that financial reporting is regulatory compliant.
8. Performs Management Audits ensuring that reports generated accurately analyze the performance of the Authority.
9. Performs Operational Audits ensuring that resources are used effectively and efficiently, thereby minimizing risks.
10. Reports to the Audit Committee, a sub-committee of the Board on the effectiveness of strategies, policies and procedures implemented by the Board.
11. Works with the enterprise system implementation team, in the Information Technology, Finance and Operations areas, ensuring that the necessary audit controls are in place at the preliminary stage of the system development.
12. Any other related directives issued by the Audit Committee of the Board

MINIMUM REQUIREMENTS:

Education & Experience

- ❖ Bachelor's Degree in Accounting along with an ACCA/CIA designation.

Licenses and/or registrations

- ❖ N/A

Knowledge

- ❖ Excellent knowledge of accounting, auditing (internal and external) and internal controls (more than 2 years of relevant experience).
- ❖ Good appreciation of process flow and procedures.
- ❖ Ability to demonstrate good planning, organizing and coordinating skills.
- ❖ Knowledge of Microsoft Suite or comparable software program.
- ❖ Superb communication skills, both written and oral.
- ❖ Ability to work effectively in an environment of tight deadlines and constraints.
- ❖ Proven ability to multi-task.

Physical Demands

- ❖ The physical demands are minimal and typical of similar jobs in comparable organizations.

Work Environment

- ❖ The work environment is representative and typical of similar jobs in comparable organizations.

SALARY:

- ❖ \$64,273.00 - \$83,671.00 (Commensurate with qualifications and experience)

To apply, please send curriculum vita (resume) and letter of application to:
Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands
E-mail address: employment@bvihsa.vg



British Virgin Islands Health Services Authority

Vacancy Notice No. 14 of 2024

FINANCIAL COMPTROLLER

The BVI Health Services Authority (a client-centered healthcare organization) invites qualified and professional applicants for the position of **Financial Comptroller**. The Financial Comptroller shall be responsible to the Board of Directors of the British Virgin Islands Health Services Authority (BVIHSA), through the Chief Executive Officer of the BVIHSA, for the efficient management of the financial administration of the BVIHSA, including ensuring that the BVIHSA's financial operations are in keeping with the financial regulations, and meeting the expectations of sound financial management; managing the development, implementation, and maintenance of the BVIHSA's Revenue Generation System to ensure maximum inflows of revenue for services delivered; ensuring adequate financing and control of expenses through a well-planned annual budget; develop and implement strategies necessary to ensure the financial stability and sustainability of the BVIHSA.

PRIMARY DUTIES & RESPONSIBILITIES *(included but not limited to):*

1. Prepares and monitors the annual and revised budgets. Monitors operational performance against the budget, and advises the Chief Executive Officer, and the Executive Committee of the financial status regarding the impact of ongoing activities on the budget.
2. Establishes and conducts quarterly budget reviews, maintains systems control, and implements policies and procedures to guide Department/Unit Heads in the monitoring and control of their departments' budgets.
3. Implements the appropriate accounting systems to ensure effective recording of financial information and the reporting of the Board's financial transactions, including assets and liabilities.
4. Ensures the timely preparation of financial statements, financial management reports and provides an analysis of the information.
5. Participates in and advises on matters regarding the preparation of schedules/reports including special projects and development programmes.
6. Ensures timely settlement of the hospital's financial obligations to both local and foreign creditors and statutory requirements.
7. Develops and implements systems and processes for the realization of maximum income generation through fees for services, and other legitimate means of earning income.
8. Formulates and implements strategies to achieve an efficient, and effective billing and collection system.
9. Manages and protects the authority's assets by monitoring and implementation of internal controls.
10. Monitors and controls financial position by conducting audits and working closely with the Internal Auditor and External Auditor.
11. Limits risk by managing the Authority's bank accounts, monitoring the Authority's Financial position, while scheduling expenditures and analyzing variance, and implementing any required corrective actions.
12. Manage and monitors the units under the Finance Department to ensure performance of human resources related functions including currency of job descriptions, performance planning, recruitment, staffing, discipline and continuing education of staff.
13. Contributes to the development of appropriate team work and the delivery of the strategic priorities of the BVIHSA.
14. Any other duties assigned by the Chief Executive Officer.

British Virgin Islands Health Services Authority

Vacancy Notice No. 14 of 2024

FINANCIAL COMPTROLLER

MINIMUM REQUIREMENTS:

Educational/Training Requirements

- ❖ Professional Accounting

Experience

- ❖ Five (5) years' experience in Financial Management

Licenses/Certificates

- ❖ Professional Account Certification ACCA, CPA, CA, CIMA or equivalent is required

Knowledge, skills and abilities

- ❖ Sound financial analysis, decision-making, and problem solving skills
- ❖ Strong general ledger, accounts payable, accounts receivable, payroll, procurement, income tax and banking working knowledge
- ❖ Understanding of public finance rules and regulations
- ❖ Excellent negotiation skills
- ❖ Good time management skills
- ❖ Good human relations skills, and the ability to motivate the staff to perform at a high standard
- ❖ Sound oral and written communications skills

Physical Demands

- ❖ The physical demands are moderate to heavy and typical of similar jobs in comparable organizations.

Work Environment

- ❖ The work environment is representative and typical of similar jobs in comparable organizations.
- ❖ Work is normally performed in a typical interior/office work environment.

SALARY: \$100,895.00 - \$128,129.00 (Commensurate with qualifications and experience)

To apply, please send curriculum vitae (resume) and letter of application to:
Acting Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands
E-mail address: employment@bvihsa.vg