



# Montserrat Volcano Observatory

## VACANCY NOTICE

### OPERATIONS MANAGER (PERMANENT)

Applications are invited from suitably qualified persons for the post of Operations Manager, Montserrat Volcano Observatory.

The Montserrat Volcano Observatory is the agency responsible for monitoring the Soufrière Hills Volcano on Montserrat. The MVO advises local authorities on volcanic activity and its associated hazards and risks.

The Operations Manager is responsible for management of all administrative functions including general administration, finances, insurance, human resource management and acts as Personal Assistant to the Director.

This is a permanent appointment with a probationary period of three (3) months.

#### **Duties:**

1. Review & approve payroll, do bank reconciliation and maintain fixed asset register along standard accounting principles.
2. Provide confidential administrative services for the Director, including typing of correspondence, drafts and manuscripts.
3. Prepare in consultation with the Director, the annual, medium and long-term budgets and assist in the preparation of projects that may be required from time to time.
4. Manage all financial resources of the Observatory ensuring that all transactions are carried out in accordance with the established Financial Regulations. Maintain proper records of all financial transactions, reconcile all accounts with Bank statements; and prepare such financial statements as may be required by the Observatory, or stipulated by law.
5. Prepare purchase orders and authorise bill payments and other approved expenditure.
6. Prepare quarterly financial reports and prepare accounts for audit.
7. Ensure that the human resource management policies and procedures (Staff Handbook, Contracts and Conditions of Service) are up to date, accurate, comprehensive and available to all staff
8. Assist the Director with the application of rules and regulations governing the conditions of service established for staff of the Observatory.
9. Assist the Director with staff matters including the approval of leave of absences and the maintenance of proper records in respect of human resource management issues.
10. Administer the Group Insurance Health Plan.

11. Supervise the day-to-day operations of the administrative staff. Allocate tasks, organize training and evaluate the performance of the administrative staff in conjunction with the Director.
12. Perform any other tasks reasonably assigned by the Director.

**Skills and Qualifications:**

1. A degree in Accounting or Management Studies or any other tertiary studies of which Accounting forms the core areas studied or a recognised accounting technician qualification
2. At least 1-2 years' experience in a similar position or supervisory role with strong accounting or auditing background
3. Familiarity with accounting software, preferably Quick Books and IT literate in Microsoft Word and Excel. Appreciation of Human Resource Management practices
4. The candidate must be experienced in the use of MS Office and QuickBooks or similar Accounting software
5. The candidate must be able to work both independently and in a team, and would be expected to show initiative
6. Attention to detail is paramount, an organized, multi-tasking personality is essential, must be able to work under pressure, with a wide range of people and be a resource person
7. The candidate should have a proven ability to meet deadlines and to work in a fast-paced working environment
8. Ability to maintain confidentiality of all MVO business is essential

Salary will be up to EC\$85,284.00 annually.

Candidates should submit a full curriculum vitae, including the names and addresses of two referees, and a covering letter outlining their experience.

The deadline is **Sunday, 18<sup>th</sup> August 2019**. Applications should be sent to:

**The Director**  
**Montserrat Volcano Observatory**  
P.O. Box 318, Flemming's,  
Montserrat, West Indies  
Email: [director@mvo.ms](mailto:director@mvo.ms)  
Tel: 1 (664) 491-5647