



# Montserrat Volcano Observatory

## VACANCY NOTICE

### FINANCE OFFICER

Applications are invited from interested persons for the post of Finance Officer to work within the Montserrat Volcano Observatory Administrative Team.

#### KEY RESPONSIBILITIES:

##### 1. Data Entry

- a. Maintain all bank accounts and ensure posting of transactions into the computer i.e. individual subsidiary and general ledgers.
- b. Assist with maintaining proper records of all financial transactions.
- c. Prepare billing statements for commercial sales and reimbursable expenses.
- d. Assist with the management of all the Observatory's computerized accounts.

##### 2. Expenditure

- a. Assist with the procurement within budgetary allocations, of all equipment and supplies
- b. Receive, verify and analyse bills for payment.
- c. Manage and control the petty cash account, advance float to Office Assistant and reconcile daily revenue.
- d. Prepare all cheques for signature and ensure all financial transactions are carried out in accordance with established financial policies and MVO procedures.
- e. Assist in the preparation of annual accounts for audit purposes.

##### 3. Storekeeping

- a. Assist in the preparation and maintenance of inventories:
  - i. MVO asset register - office furniture and equipment, and
  - ii. stocktaking - internal supplies and consumables.

##### 4. Other Duties

- a. Assist with receiving visitors and operating the MVO shop
- b. Any other Duties assigned by the Director or Operations Manager

#### QUALIFICATIONS AND EXPERIENCE:

- At least 3 years' experience in a similar role, with significant accounting responsibilities.
- Accounting technician qualification (or equivalent) desirable.
- Previous experience with the QuickBooks accounting package.



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**Salary: EC\$57,000 - EC\$63,000 per annum.**

Other Benefits include participation in group life and health insurance schemes upon successful completion of probationary employment.

Candidates should submit a full curriculum vitae, including the names and addresses of two referees, and a covering letter outlining their experience. The deadline for application is April 30<sup>th</sup> 2026.

Applications should be sent to:

**The Operations Manager**  
**Montserrat Volcano Observatory**  
P.O. Box 318, Flemmings,  
Montserrat, West Indies

Email: [mvo@mvo.ms](mailto:mvo@mvo.ms)  
Tel: 1 (664) 491-5647