

EXECUTIVE OFFICER, GOVERNMENT HOUSE

3 Year Fixed Term

Key duties and responsibilities:

- Forecast and accurately account for spend under the UK Foreign, Commonwealth and Development Office (FCDO) budget, ensuring that spend is properly authorised and procurement is managed in line with FCDO best practice. Training and guidance will be provided.
- Record management information, support senior staff with the generation of timely and accurate reporting on a range of issues. Be the go to person for IT related queries.
- Ensure that relevant residential accommodation meets standards (size, condition, fire, health and safety, security), leases and other governing documents are in place and properly reviewed and maintained.
- Secretary to the Judicial and Legal Services Committee, record enquiries, collate minutes and files and ensure the committee has the administrative support it needs to be successful.
- First point of contact for queries on UK nationality matters and emergency travel documents for UK nationals, signposting suitable sources of information where appropriate. Arrange UK Citizenship Ceremonies held at Government House.
- With colleagues, develop communications plans, coordinate and deliver digital social media outputs for Government House.
- Provide support to deliver other tasks, visits and events as required.

Skills and requirements:

This is a busy and demanding job which requires well developed budgeting, organisational and interpersonal skills. The ability to translate complex written guidance into practical action is critical, as is persistence, resilience and the ability to build strong relationships with partners inside and outside of the department.

You'll need to be able to pick up skills quickly, and to interact confidently with senior staff, flagging problems and proposing viable solutions. Experience in using the Microsoft Office suite (Teams, Excel, Word) is a requirement. Experience of using Oracle based finance software will be a distinct advantage. Applicants must possess an Associate's Degree in Business Administration or Finance and a minimum of 3 years' experience in a similar position in the public or private sector. How you go about your work will be as important as the work you do. At Government House we strive to create an inclusive, friendly and welcoming environment. You'll need to buy into that culture, bringing a strong sense of personal integrity and discretion, a positive attitude, and kindness to the workplace. In return we will provide support, training and development tailored to your needs, and exposure to working with UK Government and Government of Bermuda people and systems.

Applicants should apply by email, submitting a full CV and covering letter to [**deputygovernor@gov.bm**](mailto:deputygovernor@gov.bm). Police and referee checks will be required of shortlisted candidates. Salary: \$68,877. The post-holder may be required to work outside normal business hours as necessary. Closing date: 6 February 2023