

# FINANCIAL INVESTIGATION AGENCY

## JOB SPECIFICATION AND DESCRIPTION

---

<b>JOB TITLE:</b>	Data Entry Clerk		
<b>REPORTS TO:</b>	<b>i) Directly:</b>	Deputy Director	
	<b>ii) Indirectly:</b>	Director	
<b>SUPERVISES:</b>	<b>i) Directly:</b>	N/A	
	<b>ii) Indirectly:</b>	N/A	

---

### JOB SUMMARY:

To perform data entry duties in an efficient and competent manner to ensure a professional customer service is provided to the Department.

---

### ESSENTIAL JOB FUNCTIONS:

1. Perform clerical and data entry functions.
2. Update and maintain information on computer systems, databases and spreadsheets and in archives.
3. Assist in processing paperwork, gathering information and verifying data.
4. Ensure that all correspondence is collected, delivered and recorded appropriately to facilitate effective information flow.
5. Assist with the filing of correspondence to keep filing up to date so that complete records are available for reference.
6. Provide clerical support by completing all photocopying, scanning, binding and typing in a timely manner to facilitate the effectiveness and efficiency of the Agency.
7. Assist with records management, organisation and retrieval of documents.

## **JOB SPECIFICATION AND DESCRIPTION**

---

8. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Agency.
- 

### **QUALIFICATIONS & EXPERIENCE:**

- Associate's Degree in Computer Science or Business Administration.
  - One (1) year relevant working experience or in a related field.
  - Excellent communication, organizational and interpersonal skills.
  - Sound knowledge of relevant computer software including Access, Word and PowerPoint.
- 

### **WORKING CONDITIONS:**

- Normal office environment involving periods of computer work.
  - Field work as required.
- 

Applications should be addressed to:

**Director  
Financial Investigation Agency  
PO Box 4090  
Road Town  
Tortola, British Virgin Islands, VG1110**

Closing date for applications is September 23<sup>rd</sup> 2016.