

GOVERNMENT OF ANTIGUA AND BARBUDA
MINISTRY OF FINANCE AND CORPORATE GOVERNANCE

VACANCY NOTICE

Deputy Accountant General - Accounting and Financial Reporting

Ministry/Department	Ministry of Finance and Corporate Governance - Treasury Department
Position	Deputy Accountant General - Accounting and Financial Reporting
Reports to	Accountant General
Supervises	Accounting Unit and assigned accounting staff
Location	Antigua and Barbuda
Duration	Two (2) years in the first instance, subject to satisfactory performance and the needs of the Government.
Hours of Work	In accordance with the Civil Service Regulations

About the Role

The Government of Antigua and Barbuda invites suitably qualified and experienced applicants to apply for the position of Deputy Accountant General - Accounting and Financial Reporting within the Treasury Department. The position is a senior leadership role supporting the Accountant General in strengthening accounting governance, financial reporting, public asset management, risk management and compliance with the Finance Administration Act, 2006, the Finance Administration Regulations, 2010, and applicable public sector accounting standards.

The Deputy Accountant General will play a central role in the modernization of the Treasury Department by leading improvements in accounting policies, chart of accounts governance, trial balance integrity, sub-ledger accuracy, preparation of quarterly and annual financial statements, and the development and maintenance of a comprehensive Government public asset registry.

Key Responsibilities

- Develop, update and implement accounting policies, procedures, manuals and standard operating procedures for general government accounting.
- Oversee implementation of International Public Sector Accounting Standards, with particular attention to Cash IPSAS and the Government's phased transition to a modern treasury function.
- Manage, maintain and update the Chart of Accounts in accordance with IPSAS, regulatory requirements and reporting needs.
- Manage the trial balance and sub-ledgers to ensure accuracy, completeness and timely reconciliation.
- Prepare quarterly and annual financial statements and other financial reports required by law or requested by the Minister, Financial Secretary or Accountant General.
- Lead the recording, verification and reporting of Government assets and liabilities, including the development and maintenance of a comprehensive public asset registry.

- Reconcile revenue and suspense accounts and coordinate with major revenue departments to improve the accuracy of financial reporting and cash forecasting.
- Liaise with the Director of Audit and provide timely information required for audit and accountability processes.
- Prepare costed individual and unit work plans, conduct staff performance appraisals, and support performance-driven improvements within the Accounting Unit.
- Coordinate with other Treasury units, the Budget Office, Office of the Financial Secretary, line ministries and other stakeholders to improve the quality, timeliness and reliability of accounting information.

Required Qualifications and Experience

- Master's degree, preferably in Accounting, Finance or a related field.
- Professional accounting designation such as ACCA, CPA, CIPFA, CA or equivalent is required and non-negotiable.
- Up-to-date knowledge of IPSAS, public financial management, government accounting practices, the Finance Administration Act, 2006 and the Finance Administration Regulations, 2010 is preferred.
- Formal training or demonstrable experience in public financial management and government accounting practices would be an asset
- Proficiency in the Integrated Financial Management Information System (IFMIS) or similar government accounting software would be an asset.
- Proficiency in Microsoft Excel and familiarity with financial reporting and data analysis tools.
- Senior-level experience in accounting governance, financial reporting, audit liaison, reconciliation, public asset management, performance management or related public sector finance functions.

Key Competencies and Attributes

- Leadership, integrity, sound judgement and discretion in handling confidential information.
- Strong analytical, accounting, problem-solving and decision-making skills.
- Public service accountability, transparency and commitment to good governance.
- Excellent written and verbal communication skills.
- Strong organizational skills, productivity, responsiveness and ability to meet statutory deadlines.
- Collaborative, team-oriented and able to manage relationships across ministries, departments and oversight bodies.
- Openness to change, innovation, digitization and performance-driven reform.

Application Requirements

- Cover letter outlining the applicant's suitability for the position.
- Curriculum vitae.
- Copies of academic and professional qualifications.
- Names and contact details of at least two professional referees.
- A short statement, not exceeding two pages, describing the applicant's approach to strengthening accounting governance, ensuring timely and credible financial reporting and Treasury modernization.

Submission of Applications

Applications should be submitted electronically to fs.office@ab.gov.ag and ag.office-treasury@ab.gov.ag no later than **July 6, 2026**. The subject line should read: ***“Application - Deputy Accountant General - Accounting and Financial Reporting”***.

Only shortlisted applicants will be contacted. The Government of Antigua and Barbuda reserves the right not to make an appointment or to re-advertise the position.