



# **PUBLIC NOTICE**

## **Audit Administrative Assistant**

The Saint Helena Audit Service is looking for a resourceful, well organised individual with good personal qualities, to fill the post of Audit Administrative Assistant.

The post holder will be required to ensure the efficient day to day functioning of the Audit Service which includes performing Registry, Administrative, Accounting and Receptionist duties.

The Audit Administrative Assistant is required to have achieved good GCSE or equivalent qualifications in English and Mathematics, an aptitude for figures, clerical experience and good customer and IT skills.

Salary for the post is at Grade Level 2 commencing at £4,020 p.a.

For further information about this post please contact either Liz March or Sheridan Richards on telephone no. 2109.

Applications should be submitted through your Head of Department where applicable, to reach the Chief Auditor by Tuesday 18 August 2009.