

## **ADVERTISEMENT**

### **DATA ENTRY CLERKS**

### **PART TIME EMPLOYMENT**

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The Ministry of Finance is seeking to engage six (6) Data Entry Clerks for a period not exceeding ten (10) months to provide services to the Valuation Division of the Inland Revenue Department (IRD).

Interested persons should apply via email to the following address: [hr@mof.gov.gd](mailto:hr@mof.gov.gd)

Applications should reach no later than **21<sup>st</sup> April 2023**. All late or unsuitable applications will not be acknowledged.

### **JOB PURPOSE:**

The Data Entry Clerks will be working with a team, focused on processing/transferring data from field sheets into computer files or IT SYSTEM in a timely manner. He/ she ensures that all necessary data is being entered and maintained. In addition, the data entry clerk must verify and edit data as needed.

### **QUALIFICATIONS/ SPECIFIC KNOWLEDGE AND DESIRABLE SKILLS REQUIRED FOR APPOINTMENT**

- At least **5 CSEC** Subjects including Mathematics and English Language
- **MUST be** computer literate.
- **MUST be** proficient in Microsoft Office - Word, Excel
- **MUST be** able to work overtime and weekend.
- **GOOD** communication skills (verbal and written)

### **EXPERIENCE REQUIRED FOR APPOINTMENT**

- 2- 3 years' experience in data entry position would be an asset

## **DUTIES AND RESPONSIBILITIES**

### **1. Data entry tasks to capture Field Sheets for Property Tax and input taxpayer Property information.**

- a. Accurately enter data into corresponding fields within the IT System meeting and exceeding the targets set.
- b. Assist the Division in the maintenance of accurate data by proofreading Field Sheets and identifying information that is incorrect, contain illegible data and missing information, and consult with direct supervisor.
- c. Maintains data entry requirements by following established techniques and procedures.

### **2. Prepare reports on work done**

- a. Maintain a time sheet reflecting the utilization of time spent on executing duties
- b. Provide weekly report on the number of field sheet captured / entered in the system
- c. Provides input to the supervisor and management through reports and recommendations on errors noted.

### **3. Perform any other IRD related duties that may be assigned according to the public service rules and regulations.**

- a. Transition to other areas within the Division where temporary assistance is required to improve the administrative duties of the Division.

## **SALARY**

The salary payable is at the rate of **\$1,500**per month.

## **TERM OF EMPLOYMENT**

Short Term Contract – 10 – 12 Months