



Bank of Guyana

Job Title	Assistant Principal	Position Type	Full Time
Department	Accounts & Budget Department	Level	Intermediate
		Min. Expr Required	

Duties and Responsibilities

- Monitor and reconciliation of suspense accounts.
- Management of Government Project Accounts:
- Preparation of summary wire transfer messages, advices pertaining to transfer of funds, payments to third parties, interest received and bank charges on behalf of the Projects.
- Post journal entries for all transactions to the general ledger and maintaining corresponding ledger cards.
- Make authorized payments.
- Prepare month and reconciliation for accounts.
- Any other duties as may be assigned by Chief Accountant from time to time.

Qualifications

- Association of Chartered Certified Accountants (ACCA) or Chartered Financial Analyst (CFA) certification (**Level 11**).
- A Degree in Accounting or Finance and pursuing professional accounting qualifications with at least 2 years accounting experience.
- Strong written and oral communication skills are high priorities.
- Proficiency in IT.

Interested persons should submit their job application and a detailed Curriculum Vitae to the Bank not later than **WEDNESDAY, JANUARY 31, 2024** and should be addressed to:

**THE DIRECTOR
HUMAN RESOURCES & ADMINISTRATION DEPARTMENT
BANK OF GUYANA,
P. O. BOX 1003,
1 CHURCH STREET & AVENUE OF THE REPUBLIC,
GEORGETOWN.**

We regret that responses will not be sent to applicants who do not satisfy the Minimum Qualification Requirements for this position.