



Job Title	Assistant Principal	Position Type	Full Time
Department	Internal Audit Department	Level	Intermediate
		Min. Expr Required	3 Years

JOB OVERVIEW

Under the direction of the Assistant Director, this individual is responsible for executing work of a confidential nature. Consequently, he/she is expected to treat any information encountered during the course of duty with strict confidence. This individual must be matured, possess initiative and manifest a professional attitude during the execution of his/her duties.

ROLE AND RESPONSIBILITIES

1. Review and evaluate all completed work findings and recommendations for accuracy, adequacy and presence of sufficient supporting documentation. Ensure that project work-papers are assembled, maintained and filed correctly.
2. Review audit memos to ensure quality of content, validity Prepare specific audit programs for use by Supervisory staff, estimate time requirements and participate in preparing audit budgets.
3. Prepare and maintain proper work papers for each assigned audit.
4. Consult with Senior Auditor on proper audit techniques, data gathering and analysis methods, quantity and quality of documentation, participate in audits of highly technical or complicated areas and other areas as time availability permits.
5. Review audit memos to ensure quality of content, validity and accuracy. Coordinate typing of memos, participate in management review of findings and recommendations.
6. Attend periodic status meetings with senior staff, and maintain required audit team-work schedules.
7. Inform Senior Auditors of audit progress on a regular basis, consult with Senior Auditors on problem areas and recommend appropriate action.

8. Prepare draft reports or assigned audits, review reports with Senior Auditors, and provide suggestions for improving performance.
9. Any other duties as assigned by the Supervisor/Principal/Assistant Director.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- **ACCA Level II (F4 to F9)**

or

- **Degree in Accountancy**

or

- **Diploma in Accounting/Banking and Finance with three (3) years' experience in Audit/Accounts**

Interested persons should submit their job application and a detailed Curriculum Vitae to the Bank not later than

WEDNESDAY, NOVEMBER 26, 2025 and should be addressed to:

**THE
GOVERNOR
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.