



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

JOB OVERVIEW

Under the direction of the Chief Accountant, 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. Prepare reports and memoranda.
2. Prepare schedules and graphs to support the work of the department.
3. Prepare BOG's Assets and liabilities statement.
4. Prepare bank statements and other statements for submission to external institutions.
5. Prepare swift statements for dispatch to financial institutions.
6. Place credit card orders on behalf of Bank of Guyana.
7. Perform administration functions such as filing, administration of mail, and managing telephone calls for the Chief Accountant.
8. Any other duties as assigned by the Chief Accountant.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Diploma in Accountancy

Administrative skills

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

WEDNESDAY, DECEMBER 18, 2024 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.