



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

### Duties and Responsibilities

- 1 Conduct research and analysis of global economic and financial market trends
- 2 Preparing quarterly report on BOG's investment portfolio
- 3 Analysing data for Oil and Gas Sector
- 4 Preparing monthly report for Natural Resource Fund for updating to BOG Website
- 5 Preparing Quarterly report for Natural Resource Fund
- 6 Preparing Quarterly report on BOG's Investment Portfolio
- 7 Updating return on Gold sales/purchases for compilation of monthly report
- 8 Assist in preparation of the NRF Annual Report
- 9 Monitoring the Bank of Guyana's EURO investments in Bonds  
Raymond James  
Wells Fargo  
Citigroup Capital Markets
- 9.1 Journalising all transactions pertaining to purchase/ sale/ maturity/ interest earned on investments. Updating the relevant ledger cards

- 9.2 Preparing monthly Revaluation Schedule for all investments
- 9.3 Preparing monthly Reconciliation Statement for investment portfolio.
- 10 Filing relevant documents
- 11 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, MAY 13, 2026** 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.

