



Job Title	Clerk.	Position Type	Full Time
Department	Operations & Banking Department	Level	
		Min. Expr Required	

JOB OVERVIEW

Clerk in the Operations Department will be:

- Primarily tasked with performing clerical duties in the Currency Division and the Banking Division.
- May also be assigned clerical duties in any Department in the Bank.

1. Assignments in Currency Division include:

- (a) Counting and sorting of Notes and Coins.
- (b) Cancelling of Notes.
- (c) Strapping Re-Issue Notes.
- (d) Bullion Yard Duties.
- (e) Witnessing Counting of Mutilated Notes.
- (f) Delivering Cancelled Notes to Banking Supervisor.

2. Assignments in Banking Division include:

- (a) Preparing Requisitions for notes and coins from the Currency Division.
- (b) Accepting cash from the Currency Division and issuing receipts.
- (c) Encashing Bank of Guyana cheques.
- (d) Encashing convertible Foreign Currency notes.
- (e) Generating cash statements.
- (f) Handing over cash in Currency.
- (g) Entering data into the System.
- (h) Preparing Government Requisitions.
- (i) Accepting cheque deposits from Government Departments.
- (j) Processing incoming clearings.
- (k) Presenting Commercial Banks cheques to the Clearing House.
- (l) Preparing advices to credit Commercial Banks with the commission due to them.
- (k) Processing requests for certification.
- (l) Proof reading BOG cheques accepted.
- (m) Any other duties assigned by the Banking Manager/Senior Supervisor Currency or Banking.

Minimum Qualification Requirements:

- Five (5) subjects at one (1) sitting or six (6) at two sittings at GCE/CXC Examinations which should include English Language & Mathematics with Grades A, B, and C or I, II, and III respectively.
- Must be computer literate.

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

FRIDAY, JULY 4, 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.