



<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. Monitor and reconciliation of suspense accounts.
2. Management of Government Project Accounts:
3. 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.
4. Post journal entries for all transactions to the general ledger and maintaining corresponding ledger cards.
5. Make authorized payments.
6. Prepare month and reconciliation for accounts.
7. 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, NOVEMBER 20, 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.