



<b>Job Title</b>	Assistant Principal	<b>Position Type</b>	Full Time
<b>Department</b>	Internal Audit	<b>Level</b>	Intermediate
		<b>Min. Expr Required</b>	

**JOB OVERVIEW**

Under the supervision of the Supervisor, conduct audit assignments. This includes:

- 1) Review of previous audit reports and response received from the auditee.
- 2) Prepare or review and update system documentation.
- 3) Prepare the audit programme that contributes to the achieving of the objectives of the assignment.
- 4) Conduct audit checks in accordance with the audit programme and prepare a draft report of all the findings.
- 5) Prepare and maintain proper and orderly working papers for the audit assignment.
- 6) Undertake any other duties of an audit nature from time to time.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

ACCA at Level II

OR

Degree in Accountancy

OR

Diploma in Accounting/ Banking & Finance/CAT and three (3) years' experience in Audit/Accounts

Applicant must be computer literate, Microsoft Word and Microsoft Excel. Excellent interpersonal and communications skills would be an advantage.

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

FRIDAY, March 3, 2023 and should be addressed to:

**THE DIRECTOR  
HUMAN RESOURCES & ADMINISTRATION DEPARTMENT  
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.