

VACANCY

The Maritime Administration Department (MARAD) is inviting applications from suitable qualified candidates to fill the vacant position of: “***Finance Officer 11***”

JOB SUMMARY

The ***Finance Officer 11*** will perform a range of general clerical Accounting and booking functions and maintain the accounting records of the Organisation.

MAIN RESPONSIBILITIES:

1. Supervises Cashier and Accounts Staff.
2. Check off the Cashier work on a daily basis.
3. Verify revenue that is deposited daily.
4. Verify wages, salaries and allowances before requesting approval.
5. Verify all cash and cheque payments request.
6. Verify statutory monthly payments.
7. Process and maintain accurate invoices, transactions records and reports.
8. Prepare payment request for external agencies etc.
9. Assist in accounting functions related to accounts payables, accounts receivables, and inventory as per organization objectives.
10. Contribute to audit, reconciliation and other related accounting activities in timely manner.

Minimum Qualifications, Knowledge and Experience Requirements:

- A. Bachelor’s Degree in Accounting, Business/ Public Management or Finance from recognized University Plus Three (3) years’ Financial and Accounting experience one (1) year of which should be at a level of Assistant Accountant with together with good performance record.

OR

- B. ACCA Level 1 or Diploma in Accountancy or Completion of CAT plus two (2) years Supervisory Experience in a Finance Department.

Abilities and Skills

1. Experience in preparation of financial statements.
2. Experience in use of QuickBooks/ Accounting Software.
3. Experience in payroll preparation.
4. Must be able to work on own initiative with minimum supervision and in a timely manner.

Applications should be sent by electronic mail to admin@marad.gov.gy with the subject line “APPLICATION – Finance Officer 11”, to reach no later than 11:59 pm on Friday, November 24, 2023.