

## 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 the cashier and accounts Staff.
2. Check off cashier's work daily.
3. Verify revenue that is deposited daily.
4. Verify wages, salaries, and allowances before requesting approval.
5. Verify all cash and cheque payment requests.
6. Verify statutory monthly payments.
7. Process and maintain accurate invoices, transaction records, and reports.
8. Prepare payment request for external agencies, etc.
9. Assist in accounting functions related to accounts payable, accounts receivable, and inventory as per organisation objectives.
10. Contribute to audit, reconciliation, and other related accounting activities in a timely manner.

### **Minimum Qualifications, Knowledge, and Experience Requirements:**

- A. Bachelor's Degree in Accounting, Business/ Public Management, or Finance from a recognised University, plus three (3) years' Financial and Accounting experience, one (1) year of which should be at the level of Assistant Accountant, together with a 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 the preparation of financial statements.
2. Experience in the 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](mailto:admin@marad.gov.gy) with the subject line “APPLICATION – Finance Officer 11”, to reach no later than 11:59 pm on Friday, Friday 8 August, 2025.

