



Job Title	Assistant Accountant
Department	Finance
Reports To	Accountant
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	To conduct financial duties within the Finance Department in accordance with the Fiscal Management and Accountability Act (FMAA) and other Government/financial regulations, as well as the Audit Act.
Job Responsibilities	<ul style="list-style-type: none"> • Ensures all wages, salaries, emoluments, benefits, and allowances are accurately calculated, recorded, and incorporated into the payroll and be made payable to the beneficiaries on the designated due dates. • Ensure compliance with governmental laws on payroll accounting and taxes. • Maintain correspondence files, including NIS and GRA, business registration, and TIN certificates. Manage all pay changes documentation and ensure that such are reflected in the payroll. • Prepare payroll and payroll transactions in the absence of the salary clerk. • Prepare and maintain a Contract Register for all contractual and special assignment employees. • Review and certify statement and letter of indebtedness upon request. • Participate in payroll audits and queries which emanates from both Internal and External Auditor's Report. • Monitor paid and unpaid leaves. • Monitor the execution of external transactions including banking. • Uplift and sign all source documents for processing. • Assist in the preparation of the annual budget for submission to the Ministry of Finance. • Assist with the preparation of monthly requests for releases. • Assist with the verification of all cheques with vouchers to be deposited to the bank account. • Assist in answering employees' queries. • Assist in monitoring the Used & Unused Register for all Deposits and chequebooks for the salaries section. • Any other related duties which may be assigned.
Job Specifications	<ul style="list-style-type: none"> • A diploma in accounting or finance from a recognized university or equivalent. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Professional qualifications, such as a Diploma in Accounting and Business (Level 3 CAT) or a related field. • Proficient in Microsoft Office Suite. • Minimum of five (5) years of experience in the accounting field including experience in payroll preparation. • Excellent communication and problem solving skills. • Knowledge of accounting software.