



## **VACANCY ANNOUNCEMENT**

Suitably qualified persons are invited to apply for the position of **ASSISTANT ACCOUNTANT** (Revenue) within the Finance and Administration Directorate.

### **ROLE**

To supervise the Authority's revenue management unit (invoicing and debt recovery), ensuring that effective monitoring and control systems are being observed at all times, that proper documentation is generated for each item of revenue, that an accurate and up-to-date record of each transaction is raised and securely retained, and to prepare all applicable reports in a timely manner.

### **REQUIRED QUALIFICATIONS & EXPERIENCE**

- First Degree or higher in Finance, Accounts, Business Administration, or similar discipline, from a recognized institution; or
- Professional qualifications at the level II ACCA or equivalent and;
- At least three (3) years' experience at a supervisory level in a financial institution, or in the finance department of a large organization.

### **SPECIFIC KNOWLEDGE REQUIRED**

- Work experience as an Accounts Receivable Supervisor
- Familiar with Accounting Software such as QuickBooks
- Familiar with IFRS Accounting concepts.
- Familiar with Management Reporting.

### **SPECIALISED SKILLS/ ATTRIBUTES**

- Excellent analytical, problem-solving, and decision-making skills.
- Strong supervisory skills.
- Ability to communicate effectively at all levels in both oral and written format.
- Computer literate and comfortable with the MS Office suite.

Application deadline is **Monday 21 September 2020**

Please send Applications and CV to the Human Resources Manager via email [vacancy@gcaa-gy.org](mailto:vacancy@gcaa-gy.org)

The code **ASSISTANT ACCOUNTANT** (Revenue) must appear in the subject line of the email.

**NB: Only shortlisted applicants will be notified.**