



# GUYANA GEOLOGY AND MINES COMMISSION

## VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the under-mentioned pensionable vacancy:-

### **ASSISTANT COMMISSIONER, FINANCE**

Reports to: The Commissioner

#### **RESPONSIBILITIES**

This person is responsible for:

1. Assessing organizational performance against both the annual budget and long-term strategy.
2. Developing tools and systems to provide critical financial and operational information to the Commissioner and making recommendations on both strategy and operations.
3. Engaging the Board, Finance, Audit and Investment Committees around issues, trends and recommending changes in the operating model(s) and operational delivery.
4. Overseeing cash flow planning and ensuring availability of funds as needed.
5. Overseeing cash, investment and asset management.
6. Overseeing financing strategies and activities, as well as banking relationships.
7. Developing and utilizing forward-looking, predictive models and activity-based financial analysis to provide insight into the Commission's operations and business plans.
8. Performing functions as head of the Budget Committee.
9. Advising the Finance Committee of the Board of Directors with respect to the development of short, medium and long-term financial plans, projections and investment.
10. Keeping abreast of changes in financial regulations, legislation and International Finance Reporting Standards.
11. Providing monthly financial Management Reports to the various divisions.
12. Overseeing the Accounting Department to ensure proper maintenance of all accounting systems and functions.
13. Ensuring maintenance of appropriate internal and financial controls.
14. Ensuring timelines, accuracy, and completeness of financial and managerial information.
15. Overseeing preparation of monthly and quarterly financial reports and the preparation of the Annual financial Statements.
16. Reviewing all month-end closing activities including ledger maintenance, balance sheet reconciliations and overhead cost allocations.
17. Managing the Commission's cash flows.
18. Serving as a key point of contact for external auditors, managing preparation and support of all external audits

#### **QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

1. (a) A Degree in Accounting plus ten (10) years post qualification/experience as a Senior Financial Analyst.  
(b) ACCA – Level 4, plus six (6) years post qualification experience in a senior financial position.
2. Must have proficient knowledge in the following areas:
  - (a) Computerized accounting programs.
  - (b) GAAP and IFRS.
  - (c) Payroll systems and reporting.
  - (d) Cost Accounting.
3. Must demonstrate the following skills:
  - (a) Leadership.
  - (b) Analytical and problem solving.
  - (c) Effective verbal and written communication.
  - (d) Computer, including the ability to operate computerized accounting, spreadsheet and word processing programmes.

**Applications should be addressed to:**

**The Commissioner  
Guyana Geology & Mines Commission  
Upper Brickdam  
GEORGETOWN**

**OR**

**Emailed to: [commissioner@ggmc.gov.gy](mailto:commissioner@ggmc.gov.gy)**

**Only shortlisted candidates would be contacted**

**Applications should be submitted no later than Friday, May 13, 2022.**

**GUYANA GEOLOGY & MINES COMMISSION**  
*Upper Brickdam, Georgetown, Guyana, South America. P.O. Box 1028*  
*Tele.: (592) 225-3047, S/board: (592) 225-2862/5/7, 225-6691.*  
*E-mail: [commissioner@ggmc.gov.gy](mailto:commissioner@ggmc.gov.gy)*