

## JOB VACANCY

HDC(161)-HR/IU/2020/154

1<sup>st</sup> September 2020

### **Finance Officer Accounting & Finance**

#### **MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF Level 7 qualification in Accounting & Finance or relevant field or ACCA/CIMA/CPA qualified (**OR**)
2. Diploma or MNQF Level 5 qualification in Accounting & Finance or relevant field or ACCA/CIMA/CPA partially qualified with minimum 2 years' experience in relevant field.

#### **OVERALL SCOPE**

Providing technical and administrative support in order to ensure effective, efficient and proper financial planning and control are in place.

#### **SCOPE OF WORK**

- Providing technical and administrative support in finance arrangement and treasury management process.
- Providing technical and administrative support in financial planning and control aspects of the company.
- Maintaining and management of documentation and liaising with relevant authorities in finance arrangement and treasury management process.
- Assist in project financing process and prepare project specific financial analysis.
- Compile financial data in order to make sound financial planning and management decisions.
- Ensure compliance and have effective monitoring in place under the financial arrangements entered.
- Develop and update accounting policies and procedures.

#### **JOB SKILLS AND SPECIFICATIONS**

- Familiar with accounting software.
- Knowledge of accounting and accounting standards.
- Familiar with Microsoft office applications.
- Should be an effective communicator verbally as well as through writing skills.
- Ability to act and work independently with minimal supervision.
- Ability to work as a team.
- Should be able to work as an individual and as a flexible team player.
- Able to adapt to frequent changes in workload.
- Should be able to priorities tasks and manage one's own time effectively.
- Should possess pleasant personality and able to deal with different personnel effectively.
- Discretion and need for Confidentiality.

#### **SALARY PACKAGE:**

Gross Salary between 12,500.00 to 16,250.00 based on qualification and experience.

#### **Application Process:**

Send the Job application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/rqmsbt>). For any additional queries please contact to 3355305.

**Application Deadline:**

**Date: 8<sup>th</sup> September 2020 (Tuesday)**

**Time: 14:00hrs**