

POSITION SUMMARY

The Chief Accountant is responsible for financial reporting by developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements in compliance with applicable laws and regulations.

OBJECTIVE

- Compliance with all financial and accounting standards allowed by laws of Guyana, International Financial Reporting Standards and General Accepted Accounting Principles.
- Perform financial analysis and reporting to management as needed.
- Managing and overseeing the daily operations of the accounting department.

KEY RESPONSIBILITIES

- Oversee financial reporting and invoice preparation related to ExxonMobil shore base services contract and other contracts.
- Oversee billing and collection procedure for GYSBI subcontractors and others as necessary.
- Prepares accurate and timely financial statements and reports for GYSBI management.
- Oversee monthly vendor reconciliation.
- Analyze financial discrepancies and recommend effective resolutions.
- Prepare monthly partner reconciliation.
- Create or generate and maintain the financial reporting and general ledger structure.
- Prepare accurate and timely monthly, quarterly and year-end financial reports in compliance with accounting standards.
- Assist in the daily banking requirements.
- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Monitor expenditures, analyze revenues and support budget and forecast activities.
- Supervise and provide guidance to other Accountants when needed.
- Assist in the development and implementation of new procedures and features to enhance the workflow of the department.
- Supports the development and maintenance of policies and procedures around organizational health and safety.
- Prepare and ensure filing monthly, quarterly and annual VAT, Corporation Tax and Property Tax as required by the Laws of Guyana.
- Other duties assigned relating to the job role.

QUALIFICATIONS, EXPERIENCE & SKILLS

- Degree in Accounts, ACCA, or relevant field.
- Minimum of five (5) years' proven experience at a managerial level.
- Knowledge of payroll software and time keeping systems.
- Knowledge of computerized accounting systems.
- Demonstrated knowledge of taxation, insurance and other employer paid benefits.
- Ability to prepare financial reports.
- Attention to details.
- Ability to solve complex problems.
- Strong organizational and planning skills

APPLICATION SUBMISSION:

To successfully submit your application to us, please email your application and CV to gysbi.vacancies@gysbi.com

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