

# **AUDIT OFFICE OF GUYANA**

## **VACANCIES**

THE AUDIT OFFICE OF GUYANA is seeking to recruit qualified individuals at the Senior Management Level, to fill the following positions:

- 2 Audit Directors
- 8 Audit Managers
- 1 Director, Works and Structures
- 1 Finance and Accounts Manager
- 1 Deputy Human Resources Manager-Training and Development

Below are the details for each position.

### **1. Audit Director**

#### **Education**

Professional Accounting Qualification e.g. CPA, ACCA, CGA, CIMA plus three (3) years' experience in Auditing or Accountancy.

OR

Degree in Accountancy or equivalent plus five (5) years' experience at the level of Audit Manager.

#### **Experience**

Senior Professional employee requiring over nine years' experience acquired through a combination of on-the-job training and planned courses of development and instruction. Three (3) to five (5) years post qualification experience in a Management Accounting/Auditing environment.

### **2. Audit Manager**

#### **Education**

Professional Accounting Qualification e.g. CPA, ACCA, CGA, CIMA plus three (3) years' experience in Auditing or Accountancy.

OR

Degree in Accountancy or equivalent plus five (5) years' experience at the level of Audit Supervisor.

#### **Experience**

Professional employee requiring over nine years' experience acquired through a combination of on-the-job training and planned courses of development and instruction. Three (3) to five (5) years post qualification experience in a Senior Accounting/Auditing environment.

### **3. Director, Works and Structures Division**

#### **Education**

Incorporate or Licentiate member of a Quantity or Building/Construction/  
Civil Engineering International Professional Body. B.Sc. in Quantity Surveying or B.Sc.  
in Urban and Regional Planning or B.Sc. in Building and Civil Construction/Engineering.

#### **Experience**

Senior Professional employee requiring over nine years' experience acquired through a  
combination of on-the-job training and planned courses of development and instruction.  
Three (3) to five (5) years post qualification experience in an Engineering environment.

### **4. Finance and Accounts Manager**

#### **Education**

Degree in Business Administration or Professional Accounting qualification, that is,  
ACCA or ICMA. Detailed training and experience in ISO 9000 and IFMIS systems.  
Computer literacy is necessary.

#### **Experience**

Professional Experience requiring over six years' experience as a senior manager with a  
sound knowledge of financial management, financial analysis and financial accounting to  
determine controls to be implemented and costing systems to be reviewed and maintained.  
Must be familiar with all aspects of Programme Budgeting.

### **5. Deputy Human Resources Manager - Training & Development**

#### **Education**

Bachelor's Degree with specialization in Human Resource Management Development,  
Economics, Business Management, or Sociology

#### **Experience**

A teaching professional with broad-based knowledge in the design, preparation and  
delivery of training programmes. Must be familiar with teaching methodologies.

A detailed copy of Job description can be uplifted from the HR Division or by logging onto  
[www.audit.org.gy](http://www.audit.org.gy)

Applications along with detailed Curriculum Vitae should be submitted to the Audit Office of  
Guyana or emailed to [reona.persaud@audit.org.gy](mailto:reona.persaud@audit.org.gy) **not later than Friday, 29 April 2022** and  
should be addressed to:

**Human Resources Manager  
Audit Office of Guyana  
63 High Street  
Kingston  
Georgetown.**