

**EMPLOYMENT OPPORTUNITIES**

The GEA is seeking to employ a highly motivated and meticulous person to fill the position of:

**Head, Finance Division**

The qualifications and experience requirements are as follows;

1. ACCA Certified Professional.
2. Experience and/or training in government accounting procedures would be an asset.
3. Excellent Excel skills and proficiency in the use of SAGE accounting software would be an asset.
4. Experience in a similar capacity would be an asset.

**Key competencies required:**

* Experience and proven skills in Managing a Department/Unit/Division;
* Strong strategic financial management and effective budgeting skills;
* Strong leadership and organisational skills;
* Strong planning, analytical and critical thinking skills;
* Ability to multi-task and prioritise accordingly;
* Ability to troubleshoot and solve problems;
* Excellent oral and written communication skills;
* Reliable and productive;
* Meticulous and
* Computer literate

Complete Curriculum Vitae with cover letter must be submitted by **Tuesday April 30, 2024**,to the GEA, at 295 Quamina Street, South Cummingsburg, Georgetown or via email to [gea@gea.gov.gy](mailto:gea@gea.gov.gy). A detailed job description can be uplifted from the Administrative/HR Division or downloaded from the GEA’s Website at https://gea.gov.gy/careers/.