



GEA
GUYANA ENERGY AGENCY

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;

- a. ACCA Certified Professional.
- b. Experience and/or training in government accounting procedures would be an asset.
- c. Excellent Excel skills and proficiency in the use of SAGE accounting software would be an asset.
- d. 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. 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/>.