

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:	FIN - 001
Job Title:	Accounts Clerk
Location:	Head Office
Department:	Finance
Reports to:	Financial Accountant
Supervises:	No Supervisory Responsibilities
Purpose:	To provide support for administering the financial aspects of development projects.

MAIN DUTIES AND RESPONSIBILITIES

- Examines and assigns appropriate codes to computerized accounting system.
- Completes applications for the withdrawal/disbursement of funds from the respective funding agencies for signature by the authorized officer (s)
- Reconciles work in progress accounts for projects and prepares bank reconciliation statements for local counterpart project funds.
- Prepares advance and category register for local and foreign funded projects.
- Prepares quarterly analysis by comparing actual expenditures against budgeted amounts for the projects that are in progress.
- Assists the Project Accountant in preparing financial statements, reports and statistics related to project activities.
- Files project documents using standard filing systems.

- Performs other related duties and responsibilities consistent with the purpose and level of the post.

Qualifications and Experience.

Five (5) subjects, including mathematics or principles of accounts, with acceptable grades at the CXC or GCE 'O' level examinations.

Or

Level 11 AAT or CAT

Two (2) years experience in a similar post in a computerized accounting environment.