



GUYANA ELECTIONS COMMISSION

VACANCIES

Applications are invited from suitably qualified persons to fill the positions of:

➤ **Audit Clerk III (1)**

The Audit Clerk III serves as a supervisor within Internal Audit and assists the Internal Auditor in executing the audit plan, including conducting audit checks. The officer oversees the preparation, organisation, and maintenance of audit records and coordinates the day-to-day audit activities to:

Duties and Responsibilities: -

- ❖ Assists the Internal audit in planning, organising and executing routine and special audits.
- ❖ Coordinate the daily activities of the Audit Clerks I and II, including preparing and maintaining audit files.
- ❖ Review documentation for completeness, accuracy, and compliance with audit guidelines.
- ❖ Assist in tracking the progress of audit assignments and ensuring the timely submission of reports and follow-ups.
- ❖ Provide support to the audit team by gathering records and documents and conducting audit checks.
- ❖ Liaise with other departments to obtain necessary documentation or clarification during audits.
- ❖ Prepare reports on audit findings and recommendations.
- ❖ Maintain the confidentiality and security of sensitive audit materials and information.

Qualifications and Experience: -

- ❖ Diploma in Accountancy, plus two years' experience in a Supervisory Audit or Accounts position.
OR
- ❖ Certified Accounting Technician (CAT), plus three years' experience in a Supervisory Auditor or Accounts position.
- ❖ Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- ❖ Effective written and oral communication skills.

➤ **Audit Clerk II (1)**

This position assists in examining financial, Stores, and other records for accuracy and compliance with applicable policies and regulations. The role contributes to audit fieldwork, documentation, and follow-up activities to:

Duties and Responsibilities: -

- ❖ Assists the audit team in preparing and organizing internal audit records.
- ❖ Examine financial records, including payment vouchers, registers and other records, including Stores, to verify accuracy and compliance with procurement procedures and other applicable laws.
- ❖ Maintain comprehensive records of audit checks conducted.
- ❖ Prepare reports and summaries related to audit findings.
- ❖ Provide administrative support for audit projects.
- ❖ Maintain confidentiality and security of sensitive audit materials and information.

Qualifications and Experience: -

- ❖ Five (5) GCE 'O' Level or CXC subjects, including English Language, Mathematics and/or Principles of Accounts or Level I of Foundation in Accountancy, plus at least one year of experience as an Audit/Accounts Clerk.
- ❖ Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- ❖ Effective written and oral communication skills.

Remuneration: -

The Guyana Elections Commission offers good working conditions and competitive remuneration packages.

Applications must include a detailed *Curriculum Vitae* along with two (2) recent letters of recommendation and envelopes should be clearly marked “Vacancy for” addressed to:

**The Human Resources Manager
Guyana Elections Commission
Lot 41 High and Cowan Streets
Kingston
Georgetown**

Electronic applications should be sent via email to: **applications@gecom.org.gy**

A detailed job description/job specification can be accessed on GECOM's website - <https://gecom.org.gy>

Applications should be submitted no later than 18-Jun-2025.