

INTERNAL AUDIT
GUYANA ELECTIONS COMMISSION
NON-MANAGEMENT POSITION

POSITION TITLE	AUDIT CLERK II
POSITION LEVEL	MID-LEVEL
REPORTS TO	AUDIT CLERK III/INTERNAL AUDITOR
SECTION	INTERNAL AUDIT SECTION
POSITION SUMMARY	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.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> i. Assist the audit team in preparing and organising internal audit records. ii. Examine financial records, including payment vouchers, registers and other records, including Stores, to verify accuracy and compliance with procurement procedures and other applicable laws. iii. Maintain comprehensive records of audit checks conducted. iv. Prepare reports and summaries related to audit findings. v. Provide administrative support for audit projects. vi. Maintain confidentiality and security of sensitive audit materials and information.
MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> i. Five (5) GCE 'O' Level or CXC subjects, including English Language, Mathematics and/or Principles of Accounts or Level 1 of Foundation in Accountancy, plus at least one year of experience as an Audit/Accounts Clerk. ii. Proficiency in Microsoft Office Suite (Word, Excel, Outlook). iii. Effective written and oral communication skills.