



## **GUYANA CIVIL AVIATION AUTHORITY**

### **VACANCY ANNOUNCEMENT**

#### **DIRECTOR FINANCE & ADMINISTRATION**

The Guyana Civil Aviation Authority invites suitably qualified candidates to apply for the post of **Director Finance & Administration**.

#### **ROLE**

To assume overall control of the Authority's accounting function while ensuring that all aspects of the financial system are robust, and that all regulatory requirements of all statutory bodies are met. Also, to respect the Authority's strategic goals, and ensure that the administrative functions necessary to allow the Authority to function efficiently and effectively are carried out in a timely, professional, and cost-effective manner.

#### **QUALIFICATIONS/EXPERIENCES**

- A first Degree in Finance or Accounting and tertiary qualifications in Management with a minimum of five (5) years' experience; or
- First Degree in Management, and ACCA or equivalent certification with a minimum of five (5) years' experience; or
- An equivalent combination of tertiary Management/Finance/Accounting qualifications with a minimum of five (5) years' experience.

Preference may be given to the holder of a Masters' Degree.

#### **SPECIALISED SKILLS/TECHNIQUES**

- Excellent analytical, problem-solving, and decision-making skills
- Exceptional Accounting skills with strong leadership and management skills
- Excellent interpersonal and social skills
- Proficient in the use of Information Technology
- Excellent oral and written communication skills
- Well-developed human resource management skills
- A clear understanding of, and healthy respect for, the value of time.

Please submit application and CV to:

Human Resources Manager  
Guyana Civil Aviation Authority  
73 High Street, Kingston  
Georgetown  
Email: [vacancy@gcaa-gy.org](mailto:vacancy@gcaa-gy.org)

**Application process closes on June 27, 2018.**