



Vacancy: Accountant

Company: Orijin Inc

Reports To: Supervisor

Location: Prashad Nagar, Georgetown, Guyana

Employment Type: Full-Time

A. Purpose of the Position

The Accountant will lead the Finance Division by managing all daily, weekly, monthly, and annual financial systems, procedures, and operations of the company. The role includes supervising the Accounts Clerk, ensuring accurate financial records, regulatory compliance, timely reporting, and providing financial guidance to Management.

B. Key Responsibilities

- Lead and manage the Finance Division, including direct supervision of the Accounts Clerk.
- Review and approve work completed by the Accounts Clerk to ensure accuracy and compliance.
- Prepare and present accurate and timely financial reports.
- Prepare, maintain, and oversee all accounting documents, records, and files in accordance with legal and company requirements.
- Ensure compliance with Guyana Revenue Authority (GRA) regulations and reporting standards.
- Oversee the annual budgeting and planning process and keep Management informed of the company's financial position.
- Oversee the maintenance and tracking of the company's assets.
- Manage all accounts payable and accounts receivable functions.
- Review financial reporting systems and recommend improvements.
- Enforce data back-up procedures for financial information.
- Ensure petty cash, cheque books, and receipts are properly accounted for and securely stored.
- Perform monthly bank and credit card reconciliations.
- Prepare and submit NIS, PAYE, and VAT statements, as applicable.
- Organize and coordinate annual audits and any special audits or reviews.
- Ensure all statutory audit files are well maintained, organized, and current.
- Review payroll and ensure salaries are processed accurately and paid on time.
- Enforce and follow up on audit recommendations; develop audit action plans and risk matrices.
- Submit audited financial statements within required deadlines.
- Respond to financial queries from vendors, clients, and internal stakeholders.
- Provide financial advisory services to Management.
- Perform other related duties as assigned.



C. Competencies

- Strong knowledge of accounting principles and procedures
- High level of accuracy, efficiency, and attention to detail
- Ethical conduct and confidentiality
- Strong leadership and supervisory skills
- Excellent written and verbal communication skills
- Ability to work independently with minimal supervision
- Professional and customer-focused approach
- Compliance-focused mindset

D. Basic Requirements

- Minimum completed CAT
- ACCA completed or currently in progress
- Minimum three (3) years' finance and accounting experience
- Strong knowledge of accounting procedures and principles
- Proficiency in QuickBooks Accounting Software (proof required)
- Competency in MS Office and Excel
- Strong typing skills and computer literacy