

Office of the Human Resource Director

10th October, 2017

**Pastors
Elders
Members**

SEVENTH-DAY
ADVENTIST
CHURCH



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TO BE READ TO THE CHURCH

Job Vacancy – Assistant Treasurer

The Guyana Conference of Seventh-day Adventists is desirous of having the vacant position of Assistant Treasurer filled.

Are you confidential?

Do you possess supervisory skills?

Are you a team leader?

Do you have an eye for detail and accuracy?

Are you proficient in the use of Microsoft Office, Excel?

Have you worked in the field of finance and accounting of which two (2) years were in a supervisory capacity?

You might be just the right person for this position.

Qualifications

- First degree in Business Administration, plus five (5) years experience in a finance environment.
Or
- First degree in Accounting, plus five (5) years experience in a finance environment.
Or
- ACCA, plus three (3) years experience in a finance environment.

An understanding of the Seventh-day Adventists finance system will be an asset. A copy of the job description can be uplifted from the Guyana Conference Head Quarters or can be accessed on the website – guyanaadventists.org.

Interested persons are encouraged to submit a written application, curriculum vitae and two testimonials, one of which must be from a district pastor. All applications must be submitted to the Human Resource Director of the above-named address.

The deadline for submission of applications is 23rd October, 2017.

Yours faithfully,

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Sis. Geneveive Whyte-Nedd
Human Resource Director