

A photograph of an offshore oil rig at night, illuminated by its own lights against a dark blue sky and sea. The rig is a complex structure of metal towers and cranes, with a small boat visible in the distance.

## WMT Guyana

Bringing together the strengths of Wood, Massy and Tagman, WMT Guyana combines global technical expertise, regional delivery capability, and local leadership to deliver high-quality engineering, operations and project delivery services for Guyana's growing energy sector.

### Job Description

We are seeking a detail-oriented and proactive Finance and Accounting Support Specialist to join our team in Georgetown, Guyana. The role is ideal for someone who thrives in a fast-paced environment and enjoys supporting financial operations, reporting, and business decision-making.

### Key Responsibilities

- Manage day to day accounting functions including accounts payable, accounts receivable, and general ledger entries
- Prepare and maintain financial reports, budgets, and forecasts
- Support month-end and year-end close processes
- Reconcile bank statements and financial discrepancies
- Maintain accurate financial records and documentation
- Support audits and compliance efforts
- Collaborate with leadership to provide financial insights and analysis
- Help improve financial processes and systems for efficiency

### Qualifications

- Diploma or degree in Accounting, Finance, Business Administration, or related field preferred
- 2+ years of experience in accounting, bookkeeping, or office administration
- Proficiency in accounting software (e.g., QuickBooks, Xero, or similar)
- Highly proficient in Microsoft Excel and general computer skills
- High attention to detail and accuracy
- Strong organizational and time management skills
- Ability to handle confidential information with discretion
- Ability to investigate, troubleshoot, and research to then make recommendations for solutions
- Ability to take multiple sources of information, summarize, and make recommendations

**Click on the Link to Apply:**

<https://careers-massywoodltd.icims.com/jobs/1746/finance-and-accounting-support-specialist-%28office-administrator%29/job?mobile=false&width=1140&height=500&bga=true&needsRedirect=false&jan1offset=-240&jun1offset=-240>