

Job Title: Accountant

Location: Georgetown, Guyana

Full Time/Part Time: Full Time

Closing Date: 11 December 2023

Company Profile

International SOS (www.internationalsos.com) is the world's leading medical & security services company operating over 38 years world-wide. Our global services include medical and risk planning, preventative programs, in-country expertise and emergency response for travellers, expatriates, and their dependents of over 70 percent of the Fortune 500 companies.

Position Summary

A. Business Unit Overview

Local administration business unit is responsible for the management and governance of all financial, tax and administrative aspects of Guyana's business operations.

C. Job Profile

Required Skills and Knowledge *(Brief description of technical knowledge or skills needed to perform the job)*

- Demonstrated ability and willingness to operate at both a strategic and tactical level in a highly complex environment.
- Exposure to all aspects of the Finance function, including accounting, financial analysis, and management/statutory reporting.
- Operated in a customer-orientated environment, with experience in the professional services industry desirable.
- Strong influencing skills and ability to deliver results in a matrix reporting environment.
- Self-starter and hands-on capable to operate with minimum guidance.
- Strong knowledge and proficiency with Microsoft Excel, Word, Outlook, and Power BI is a plus

Required Work Experience *(Brief description of the job-related experience needed to perform the job)*

- 3+ years of senior-level accounting experience
- Familiarity with accounting and finance principles and procedures
- Excellent organizational and analytical skills and ability to multi-task
- Excellent communication skills, both written and verbal
- Ability and willingness to maintain confidentiality.
- Experience in a fast-paced, multi-national organization, ideally within the professional services industry.
- Experienced in supporting operations in developing countries, diverse nationalities, and cultures.
- Exposure to dealing with Customers, Banks, Auditors, Legal advisors, and Suppliers.
- Exposure to dealing with senior executive and operational management teams.
- Proven track record of good performance
- Understanding of industry laws and regulations
- Excellent organizational and leadership skills

Required Qualifications *(Brief description of the educational background needed to perform the job)*

- Associate degree or Diploma equivalent with +7 years' experience or;
- Bachelor's Degree with +5 years' experience
- Advanced degree (preferred)

Instructions on how to apply: Send your resume with cover letter to melissa.vieira@internationalsos.com with subject line: - **Accountant-First and Last Name.**