





Job Title:	Duty Analyst								
Employer:	SOL Guyana Inc.								
Location:	Lot BB Rome, Agricola, Greater Georgetown								
Reports to:	Financial Controller - SA								
Job Description	<ul style="list-style-type: none"> • Prepares and Review Customs documents. • Enters and process Duty payments. • Maintains duty recoverable schedules. • Reviews Price Below Cost. • Prepares and Post journal entries. • Enters inventory cost adjustments. • Prepares VAT returns. • Prepare GL account reconciliations. • Filing of Accounting and other Financial Documents. • Is the primary contact for the GRA and Customs Broker • Comply with workplace health, safety, security and environmental instructions, • Take corrective action to eliminate hazards at work, or report those hazards which cannot be immediately corrected, • Report all accidents, near-misses, unsafe acts and unsafe conditions 								
BOLD Behaviours and Values	<ul style="list-style-type: none"> • <i>Be an ambassador and supporter of our BOLD leadership behavior and values</i> <div style="text-align: center;">  <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="background-color: #e0ffe0;">Build:</td> <td>I build collaborative teams across Parkland</td> </tr> <tr> <td style="background-color: #e0e0ff;">Own:</td> <td>I own my mandate</td> </tr> <tr> <td style="background-color: #e0e0ff;">Lead:</td> <td>I lead by embracing change and continuous improvement</td> </tr> <tr> <td style="background-color: #e0ffe0;">Deliver:</td> <td>I deliver exceptional results through customer experience</td> </tr> </table> </div> <hr/> <ul style="list-style-type: none"> • When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team <div style="text-align: center;">  </div>	Build:	I build collaborative teams across Parkland	Own:	I own my mandate	Lead:	I lead by embracing change and continuous improvement	Deliver:	I deliver exceptional results through customer experience
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Qualification Requirements:	<ul style="list-style-type: none"> • University Degree in Accounting or; • Level 2 ACCA • Three (3) years relevant experience.
Other Competency Requirements:	<ul style="list-style-type: none"> • Excellent problem-solving, critical thinking, deductive reasoning, and analytical skills. • Display willingness to make decisions, exhibit sound and accurate judgement and make timely decisions. • Utilizes decision making skills to achieve specific organizational objectives with consideration given to their impact on other work groups. • Excellent interpersonal, leadership, and management skills and high professional standards for customer service and work quality. • A strong work ethic, high level of enthusiasm and ability to excel in a flexible, fast paced environment. • Strong team orientation balanced with the ability to work autonomously on projects and initiatives. • Ability implement and influence change at varying levels across the organization
Applicant Procedure	<p>Applications are to be submitted by completing the SOL Job Application Form available on the SOL website at solpetroleum.com and submit via e-mail to careers@solpetroleum.com, or by hand - addressed to the People & Culture Business Partner, SOL Guyana Inc., Lot BB Rome, Agricola, Greater Georgetown, Guyana by November 13, 2020. Applicants must complete all of the requested information to be considered. Certified copies of relevant certificates will be requested for those applications under consideration. Only suitable applications will be acknowledged.</p>