



## **Terms of Reference**

**Job Title:** Financial Analyst  
**Position:** Contracted / Full-Time  
**Duration:** Contractual Basis  
**Location:** PUC HQ – Georgetown  
**Report to:** Chairman/Secretary

## **Background**

The Public Utilities Commission (PUC) Guyana is a statutory body, established under the Public Utilities Act (PUC) of 1990, now repealed by the PUC Act No. 19 of 2016.

The Commission in addition to its power to initiate and conduct investigations into the operations and standards of service of all public utilities and telecommunications undertakings (service providers) under its purview, has regulatory, advisory and enforcement functions under the law. At present, the regulated service providers are the Guyana Power and Light Inc. (GPL), Guyana Water Inc. (GWI), Guyana Telephone and Telegraph Co. Ltd. (GT&T), U-Mobile (Cellular) Inc. (Digicel) and E-Networks Inc.

## **Vacancy**

The Commission is seeking an individual on a full-time basis to support its Finance Division. In addition to the general responsibilities spelt out below, the successful candidate will be required to be proficient of the Licenses, Agreements governing as it relates to the service providers under the Commission's purview.

## **General Responsibilities**

The successful candidate may be required to work remotely from time to time and will be required to:

- Analyze, review and report on financial data and submissions from service providers. This will include the review of trends in revenue and expenditure among other areas.
- Conduct periodic research and studies on technological developments and tariff structures in the electricity, water, and telecommunications sectors within the Caribbean and other regions.
- Monitor telecommunications undertakings for anti-competitive practices, including all promotional offerings and advise the Commission on the impact of the any potential anticompetitive findings and make the appropriate recommendations.
- Maintain an electronic database on each service provider inclusive of their financial and non-financial activities.

- Review tariff applications submitted to the Commission and collaborate with the relevant personnel on the compilation of Orders of the Commission.
- Monitor the rate charges and promotions of the service providers to ensure compliance with the Commission's Orders.

### **Qualifications and Experience**

- ACCA/CPA or a Bachelor's degree in Accountancy /Finance with 5 years relevant experience. A Master's Degree in Finance or related area would be an advantage.
- Outstanding verbal and written communication skills.
- Strong analytical and research skills.

### **Applications:**

Applications in English language with full curriculum vitae details, including nationality, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, coordinates and other relevant information, should be addressed to:

The Chairman of the Commission, Ms. Dela Britton at [atabritton@gmail.com](mailto:atabritton@gmail.com) and copied to [pucommission@gmail.com](mailto:pucommission@gmail.com)

Applications can also be submitted [via postal service addressed to:](#)

The Chairman  
Public Utilities Commission  
106 New Garden Street  
Queenstown  
Georgetown  
P.O. Box 1081

*Only shortlisted applicants will be acknowledged.*