

PUBLIC SERVICE MINISTRY

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REFERENCE NO. D.P.S.36/5/7

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

SUBJECT:

Diploma in Accountancy at the University of Guyana.

DATE: 8th March, 1979.

Applicants are invited from suitably qualified persons who are desirous of pursuing a one-year full time Diploma in the Accountancy Programme at the University of Guyana commencing on Monday, 11th June, 1979.

Objective of the Programme

2. The general objective of the Diploma in Accountancy Programme is to provide persons in the field of Accounting, Finance and Auditing with a broad education aimed at improving their standards of accounting, auditing and financial management in their organizations.

Content

3. Participants will be required to do the following Courses:

- (i) Commercial Law
- (ii) Intermediate Financial Accounting
- (iii) Managerial Accounting and Finance
- (iv) Principles of Auditing
- (v) (a) Data Processing (1/2 Course)
- (vi) (b) Central and Local Government Accounting (1/2 course)

Admission Requirements

4. At least five (5) subjects at the General Certificate of Education 'O' Level (or equivalent) Examination or which English Language and Mathematics must be included;

OR

Government Technical Institute's Certificate in Accountancy

OR

Parts I & II of the Institute of Accounting Staff (U.K.) (or equivalent)

AND

At least four (4) years' experience in either Accounting, Finance or Auditing. Consideration will also be given to persons in supervisory positions who have already participated in appropriate training programmes in Accounting, Finance and/or Auditing.

Persons of mature age (a minimum of 26 years in the calendar year of entry) who do not meet the minimum requirements but who can satisfy the University that they have had a suitable education and at least four (4) years experience in either Accounting, Finance or Auditing may be considered for admission.

Other Requirements

5. Successful applicants pursuing this programme will be:-
 - (i) Granted study leave will full pay after the utilization of any earned vacation leave to which they may be entitled. Consequently, approval will be granted for the investment in the normal way of assisted leave passage or pro-rata leave passage entitlement where applicable.
 - (ii) Required to sign a contract to continue in the employment of the Government of Guyana after completion of this Programme for a period of three (3) years continuous service in positions and at such remuneration as Government may determine.
 - (iii) Required as part of the University's programme to return to their jobs during the University's break period to obtain further on-the-job experience.

Text Books

6. Text books will be issued by the University.

Further Training

7. Successful students at the Diploma in Accountancy may be permitted to pursue the Advanced Diploma in Accountancy course commencing in June, 1980.

Applications

8. Applications must be made on the prescribed forms obtainable from the Public Service Ministry (Training), High Street, Kingston. All applications must be submitted in duplicate to the Permanent Secretary, Public Service Ministry (Training) not later than 5th April, 1979. One additional copy of the application must be submitted through the respective Permanent Secretary/Head of Department/General Manager who is required to give his/her views in respect of the suitability of the applicant and to confirm that he/she will be released to pursue the programme. The comments must reach the Public Service Ministry not later than 12th April, 1979.

C.E. Douglas
Permanent Secretary,
Public Service Ministry.