



GOVERNMENT OF JAMAICA JAMAICA LIBRARY SERVICE JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Auditor
JOB GRADE:	FMG/AS 2
POST NUMBER:	306297
DIVISION:	Internal Audit
REPORTS TO:	Senior Auditor
ACCOUNTABLE TO:	Senior Auditor
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Job Purpose:

To assist the implementation of audit programmes and procedures designed to ensure the integrity of Agency operations and the adequacy of its internal systems of control.

Key Outputs:

- Audit programme/schedule prepared
- Working papers prepared
- Internal audits conducted
- Audit reports generated
- Individual Work Plans developed
- Compliance measures implemented
- Progress Reports prepared
- Contribution to the strategic planning process made

Key Responsibility Areas:

Management/Administrative Responsibilities

- Participates in meetings, seminars, workshops, conferences, as requested
- Contributes to the development of the Division's Operational, Strategic Business and Budget
- Develops Individual Work Plan based on Operational Plan

Technical/ Professional Responsibilities

- Participates in the planning and prioritisation of audit programmes and the development of audit procedures.
- Conducts audits based on audit programmes and schedules
- Conducts risks assessments of entities being audited to inform frequency and prioritization of audits
- Appraises the financial and accounting systems and practices of the Agency's HQ departments and parish offices/libraries.
- Verifies the adequacy and accuracy of financial records.
- Checks to ensure observation of and compliance with operational rules and regulations by the ministry, departments and agencies.
- Ensures compliance with established internal auditing standards in the conduct of audits.
- Maintains current and complete working papers for all audit investigations.
- Identifies deficiencies and deviations from established financial, accounting and operational standards and guidelines and recommends corrective action.
- Implements appropriate monitoring mechanisms to facilitate compliance with corrective measures where deficiencies and deviations have been identified.
- Recommends where appropriate, surcharge for breaches of rules and regulations.
- Liaises with Division directors, the Auditor General, the Ministry of Finance and regulatory agencies in the performance of duties.

Other Responsibilities

- Performs other related duties as assigned

Performance Standards:

- Audit activities are executed in accordance with established audit principles and standards and Agency policies.
- Number of audits completed within the agreed timeframe
- Audit and progress reports are prepared and submitted within established timeframes.
- Compliance measures are implemented and follow-throughs pursued.
- Individual Work Plan is completed based on established format and agreed timeline
- Number of working papers prepared per audit conducted
- Contribution to strategic planning process provided by agreed time

Internal and External Contacts:

(i) Internal Contacts

Audit Manager	To provide information and advice, receive instruction
Heads of Divisions	To provide and request information
Director General	To provide information and advice
Chief Internal Auditor	To provide information and advice

(ii) External Contacts (required for the achievement of the position's objectives)

Contact	Purpose of Communication
Institute of Internal Auditors	To gather information and advice
Internal Audit Directorate	To gather information and advice
MOFP	To gather information and advice
Contractor General Department	To gather information and advice
Auditor General Department	To gather information and advice.

Working Conditions

Typical office working conditions, frequent commute between locations for the purpose of conducting audits

Required Competencies:

Core

- Ability to work as part of a team
- Excellent interpersonal skills
- Confidentiality and integrity
- Good written and oral communication skills

- Good analytical skills
- Meticulous

Technical

- Knowledge of government operating laws, principles and practices, including accounts, human resource and administration, procurement
- Full grasp of the laws and regulations applicable to the audit
- Proficient in the use of spreadsheets and other standard computer

Minimum Required Education and Experience

- First Degree in Accounting, Finance, Business Administration, Management or Economics.
- ACCA Fundamentals or; equivalent and no experience.
- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus at least two (2) years auditing or accounting experience.