



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Senior Auditor (5 posts)
JOB GRADE:	FMG/AS 3
POST NUMBER:	27288 - 89, 62688 - 89
DIVISION/BRANCH:	Audit Division
SECTION/UNIT	-
REPORTS TO:	Audit Supervisor
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

1. JOB PURPOSE (Reason for Existence)

Reporting to the Audit Supervisor, the Senior Auditor is responsible to examine the accounting systems, internal controls, risk management and governance processes of the ministry and its departments or agencies so as to determine compliance with Legislation, policies, objectives and regulations, and assessing their efficiency, economy, and operational effectiveness and identifying any possible weaknesses in the established systems, with a view to making recommendations for possible solutions.

In addition to manage a team of internal auditors in the absence of the Audit Supervisor.

2. KEY OUTPUTS (Results, Deliverables)

- Risk assessment conduct;
- Audit programmes developed;
- Audits/assignments conducted;
- Working papers prepared;
- Weekly updates submitted;
- Audit reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Participates in the preparation of the division's budget;
- Participates in the development of the Division's Operational Plan;

B.) Technical /Professional

- Conducts Risk assessment to determine the scope and audit areas;

- Develops audit programmes with the aim of improving efficiency and effectiveness ;
 - Conducts operational, financial, compliance, and performance audits to assess the adequacy of accounting systems, internal controls, risk management and governance processes of the ministry's portfolio with the aim to provide reasonable assurance and advice to management.
 - Examines records and interview workers to ensure recording of transactions and compliance with laws and regulations;
 - Makes recommendations based on audit findings and submit to Audit Supervisor and Chief Internal Auditor;
 - Prepares working papers for submission to the Audit Supervisor;
 - Performs verification as required and requested by management;
 - Follow up as directed, response to audit findings to determine whether the recommendations were adhered to.
 - Ensure that working papers of Assistant Auditors are properly prepared, compiled and submitted for review;
 - Gives guidance to the Assistant Auditors and prepare weekly updates on team activities for submission to the Audit Supervisor;
 - Prepares audit reports with sound, value-added recommendations for weaknesses found and submits to the Audit Supervisor.
- C.) Other Responsibilities**
- Performs other related duties that may from time to time be assigned by the Chief Internal Auditor or Audit Supervisor.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Risk assessment conducted in accordance with International Audit Standards;
- Audit programmes developed in keeping with Audit standards and guidelines;
- Audits/assignments conducted in keeping with Audit standards and guidelines;

- Working papers prepared in keeping with established guidelines and produced on a timely basis;
- Weekly updates submitted are comprehensive and accurate;
- Audit reports prepared in accordance with the Financial Administration and Audit Act (FAA Act), FAA Act Instruction, Audit Manual, and Audit Standards and submitted to the Audit Supervisor on a timely basis;
- Ethical standards and guidelines governing the accounting and auditing profession are adhered to;
- Confidentiality and integrity is exercised in the execution of duties.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Chief Internal Auditor	Obtain/give advice, receive directives, and guidance, discuss audit activities, provide feedback.
Audit Supervisor	Obtain/give advice, receive directives, and guidance, work assignment, discuss audit activities, provide feedback.
Other members of staff in the division	Collaborate on issues in relation to relevant activities
Regional Health Authorities, CEO's and Senior Director's in Department and Agencies	Matters relating to audit activities/ queries

ii) External Contacts

Contact	Purpose of Communication
Internal Audit Directorate staff, Institute of Internal Auditors Local Chapter, other Government Auditors	Discuss matter relating to Audit Standards, Career Path and Training and Best Practice

6. REQUIRED COMPETENCIES:

Core

- Good presentation, written, oral and communication skills;
- Good report writing skills;
- Good human relations and interpersonal skills;
- Good planning, organising and time management skills;
- Good analytical, decision-making, and problem solving skills;
- Negotiation skills;
- Ability to exercise sound judgement, use initiative and attention to detail;
- Excellent skills in teamwork and cooperation;
- Strong goal/result orientation;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Good knowledge of the organization's policies and procedures;
- Comprehensive knowledge of current auditing principles, standards and procedures in financial, operational and value for money audits;
- Good knowledge of the Financial Administration and Audit Act (FAA Act), FAA Act Instruction, Public Service Regulations, Staff Orders and other regulations and procedures governing the Public Sector;
- Good knowledge of accounting principles, practices and procedures;
- Proficiency in the use of computer auditing techniques in particular the ACL.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent;
- Two (2) years and over but less than five (5) years' experience in audit/specialized area;
- Successful completion of relevant government auditing courses and professional audit training would be an asset

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to work beyond normal working hours whenever the need arises.
- Exposure to confidential information
- Work in volatile areas from time to time.

9. AUTHORITY TO:

- Makes recommendations for corrective action.

10. WORKING CONDITIONS:

- Normal office conditions.