



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Auditor (5 posts)
JOB GRADE:	FMG/AS 2
POST NUMBER:	27290 -92, 27295
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 Auditor is responsible to provide appraisal reports on the accounting systems, internal controls, risk management and governance processes of the Ministry and its department/agencies. 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.

2. KEY OUTPUTS (Results, Deliverables)

- Risk assessment conducted;
- Audit programmes developed.
- Audits/assignments conducted;
- Working papers prepared;
- Interim reports prepared and submitted;
- Draft reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Technical /Professional

- Conducts risk assessments to determine audit areas;
- Develops audit programmes for the examination and assessment of the areas;
- Performs Operational, Financial, Compliance and Performance Audits of the Ministry and its department or agencies with the aim to improve operations.
- Ensures compliance with established internal control procedures;
- Manages audit assignments using the auditing tools (TeamMate & ACL) and prepares working papers for submission to the Audit Supervisor;

- Prepares and submits Interim Report of assignments to the Audit Supervisor for review and clarifies any issues with report or working papers;
- Prepares and submits draft report to Audit Supervisor.

B.) Other Responsibilities

- Performs other related duties that may from time to time be assigned by the Chief Internal Auditor or the Audit Supervisor.

4. PERFORMANCE STANDARDS(How Success Will Be Measured)

- Risk Assessment and audits/assignment conducted in keeping with agreed time and in accordance to International Audit Standards;
- Audit programmes developed in keeping with Audit standards and guidelines;
- Working papers prepared in keeping with established guidelines;
- Interim reports submitted to the Audit Supervisor for review within agreed time;
- Draft reports are accurate and prepared in accordance with the Financial Administration and Audit Act (FAA Act) FAA Act Instruction and Audit Manual and submitted to the Audit Supervisor on a timely basis;
- Ethical standards and guidelines governing the accounting and auditing profession are adhered to.

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	Discuss issues in relation to relative

Contact (Title)	Purpose of Communication
	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 matters relating to Auditing Standards 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;

- 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 Service;
- Good knowledge of accounting principles, practices and procedures;
- Proficiency in the use of computer auditing techniques.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- First Degree preferable in Accounts, Finance, Business Administration, Management or Economics;

Or

- ACCA Fundamentals or equivalent **and no experience;**

Or

- Qualification for entry level audit position plus at least two (2) years auditing or accounting experience.

These degrees do not preclude the acceptance of other degrees as the trend in auditing is to build a multidisciplinary audit team.

Professional Qualification are “Certified Accounting Technician –ACCA
CAT, Accounting Technician –AAT”

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:

N/A

10. WORKING CONDITIONS:

- Normal office conditions.