



**MINISTRY OF SCIENCE, ENERGY & TECHNOLOGY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Auditor
JOB GRADE:	FMG/AS 2
DIVISION/DEPARTMENT:	Internal Audit Division
REPORTS TO:	Senior Audit
MANAGES:	N/A

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division
Created/revised

Date

1. JOB PURPOSE

Under the general direction of the Audit Manager, the Auditor examines and analyzes accounting records to determine the financial status of the Ministry. Inspects items in books of original entry to determine if accepted accounting procedures were followed in recording transactions. Determines whether relevant laws, regulations, policies and rules governing the Ministry and its Agencies are adhered to. Evaluates the adequacy, efficiency and effectiveness of management controls. Where necessary recommends appropriate corrective action to be taken.

2. KEY OUTPUTS

- Operational, value for money and financial audits conducted
- Working papers prepared and submitted
- Interim audit reports produced
- Audit files secured
- Individual work plans developed

3. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Interprets and conducts assignments given by the Audit Manager;
- Conducts review of assigned organizational and functional activities in accordance with the instructions given by the Senior Auditor in keeping with the prescribed audit programme;
- Conducts operational, financial and value for money audits using established audit requirements;
- Analyses and appraises evidential data to determine the adequacy, efficiency and effectiveness of activities being reviewed and compliance with relevant laws and regulations;
- Conducts special assignments as directed by the Audit Manager;
- Liaises with internal and external clients with regard to pre and post audit issues;
- Ensures that working papers are properly prepared and submitted for review;
- Consolidates audit findings and submit significant issues to Audit Manager for review;
- Clears any queries on working papers prepared;
- Makes preliminary recommendations with respect to weaknesses or deficiencies noted;
- Assists with preparation of draft reports;
- Assists senior auditor to follow up responses;
- Ensures security of audit files;
- Keeps current with the latest tools/techniques in Internal Audit to support business continuity and adaptation of best practices.

Management/Administrative Responsibilities

- Contributes to the development of the Division's Strategic and Operational Plans and Budget;
- Develops Individual Work Plans based on alignment to the Division's Plan;
- Maintains customer service principles, standards and measurements;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required.

Human Resources Responsibilities

- Participates in preparation and implementation of presentations on role of Division for the Orientation/Onboarding programme;
- Contributes and maintains in a harmonious working environment.

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

4. PERFORMANCE STANDARDS

- Operational, value for money and financial audits conducted using prescribes standards;
- Quality working papers prepared using established formats and within agreed timeframes;
- Queries and working papers addressed in accordance to agreed standards;
- Preliminary recommendations and draft reports prepared to prescribed standards and within agreed timeframes;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Confidentiality, integrity and professionalism are maintained in the execution of duties;
- Adherence to Ministry's/Division's rules and regulations.

5. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Chief Internal Auditor Audit Manager Senior Auditor	<ul style="list-style-type: none">• Professional advice, information sharing
Senior Executives/Management	<ul style="list-style-type: none">• Information sharing, advice, reports
General Staff	<ul style="list-style-type: none">• Advice, sharing information and addressing concerns

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
MDAs	<ul style="list-style-type: none"> Professional advice, guidance, information sharing
Internal Audit Directorate (IAD)	<ul style="list-style-type: none"> Provide expert advice and exchange information
Auditor General's Department	<ul style="list-style-type: none"> Provide expert advice and exchange information
Relevant persons integral to specific audit assignments	<ul style="list-style-type: none"> Information gathering

6. AUTHORITY

- N/A

7. REQUIRED COMPETENCIES

Core

- Oral Communication
- Written Communication
- Customer & Quality Focus
- Teamwork & Cooperation
- Integrity
- Compliance
- Interpersonal Skills
- Change Management

Technical

- Good knowledge of government administration systems, laws and policies and other instructions governing both the financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, Financial Administration and Audit Act.
- Knowledge of accounting and auditing standards, principles and practice
- Comprehensive knowledge of current auditing techniques
- Advanced IT skills in relation to Auditing Software, Word, PowerPoint and MS Project or other project tool.

8. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Science Degree in Accounting or Management Studies and Business Administration with Accounting from an accredited University/ACCA Level 2/CPA; Two (2) years' auditing experience in private or public sector.

OR

- Associate of Science Degree in Accounting from the Management Institute for National Development along with the completion of the revised certificate in Government Accounting Course;
Two (2) years' auditing experience in private or public sector.

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. The incumbent will be exposed to dirt, dust, hot and humid conditions on project sites. Additionally, frequent intra island travel and extended working hours is required. May be required to travel internationally to attend conferences, seminars and meetings.