



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND
TRANSPORT (MSETT)

JOB TITLE:	Senior Auditor
JOB GRADE:	FMG/AS 3
POST NUMBER:	50622, 9029, 51039, 51040, 51042, 72363, 72364
DIVISION/UNIT:	Internal Audit
REPORTS TO:	Audit Manager
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

Under the general direction of the Audit Manager, the Senior Auditor is responsible for examining and reporting on the level of compliance with relevant laws, rules, regulations, and policies governing the Ministry and its agencies, assessing the adequacy, efficiency, and effectiveness of internal controls in achieving desired objectives and where necessary recommend appropriate solutions or corrective measures.

KEY OUTPUTS

- Risk matrices prepared;
- Audit Programmes developed;
- Routine audits conducted;
- Entry and exit interviews done;
- Time sheet and working papers prepared and developed.
- Special investigations conducted;
- Audit reports prepared.
- Interim reports prepared.
- Audit files secured.

KEY RESPONSIBILITY AREAS

Administrative/Management

- Participates in the development of the operational audit plan.
- Liaises with Departmental and Agency Heads with regards to proposed audits.
- Represents the unit at meetings and seminars as directed.
- Provides guidance/advice to team members.

Technical

- Assists in the conduct of the unit's annual risk assessment exercise;
- Leads the conduct of the risk matrix exercise for team assignments;
- Determines audit approach, that is, plans the theory and scope of audits for direct reports;
- Prepares audit programmes and submits to Audit Manager for review;
- Selects areas for review based on the results of the risk matrices;

- Prepares and discusses individual assignments with direct reports;
- Develops and apply auditing procedures and techniques in conducting operational, financial and value for money audits;
- Assesses the adequacy, efficiency, effectiveness of internal controls and compliance with relevant laws, regulations and other stipulated guidelines in achieving desired objectives;
- Verifies the accuracy of financial and other records;
- Performs special investigations as directed and prepares interim report;
- Prepares working papers for audits conducted;
- Reviews and signs off on working papers for direct reports;
- Performs entry and exit interviews, that is, discusses audit areas and findings with relevant Managers/Department Heads;
- Consolidates overall audit findings and prepare draft reports stating deficiencies, makes appropriate recommendations and submits report to the Audit Manager for review;
- Follows-up Department/Agency Heads' responses to audit report to determine whether deficiencies are corrected and improved procedures are implemented;
- Ensures the security of audit files.

Other

- Performs other related functions assigned by the Audit Manager or Chief Internal Auditor from time to time.

PERFORMANCE STANDARDS

- Risk assessment is conducted in accordance with auditing standards and organization policy;
- Entry and exit interviews done within agreed timeframes to required standards;
- Audit reports are comprehensive, accurate and submitted within established timeframe and to agreed standards;
- Internal controls/procedures are implemented according to established guidelines.
- Confidentiality and integrity are exercised in the conduct of audits;
- Adherence to Ministry's/Unit's rules and regulations.

INTERNAL AND EXTERNAL CONTACTS

<i>Internal</i>	<i>Nature of Relationship</i>
Chief Internal Auditor	Professional guidance, Information sharing
Audit Manager	Directives, Professional guidance, information sharing
Senior Directors	Information sharing, professional advice
Direct Reports	Instructions, guidance, work assignment , advice, information sharing, coaching and mentoring
All staff members	Advice , information sharing and addressing concerns
<i>External</i>	<i>Nature of Relationship</i>
Portfolio Agency/Department Heads, Responsible Officers	Professional advice, Information sharing
MoF&P	Professional guidance, Information sharing
Auditor General's Department	Professional guidance, Information sharing
Other MDA's	Information sharing,
Relevant persons integral to specific audit assignments	Information gathering

REQUIRED COMPETENCIES

The Performance Management and Appraisal System: Guideline System and Reference Manual – Competency Framework informed the following with grade '1' being the lowest and '3' or '4' the highest:

Core	Level	Functional	Level
Oral communication	3	Initiative	3
Written communication	3	Use of technology (relevant computer applications)	1
Customer and quality focus	2	Managing external relationships	2
Team work and cooperation	3	Strategic vision	2

Core	Level	Functional	Level
Interpersonal skills	2	Problem solving and decision making	3
Compliance	2	Analytical thinking	3
Quality of output	4	Impact and Influence	3
Integrity	4	People Management	1
		Change management	3
		Goal/result oriented	3
		Leadership	2
		Planning and organizing	2
		Methodical	3
		Good research and analytical skills	-
		<ul style="list-style-type: none"> • Excellent 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 	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics **or**;
- ACCA Fundamentals or equivalent and over two (2) 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.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to travel to external sites in the performance of official duties;
- May be required to work under adverse condition from time to time;
- May be required to work beyond normal working hours.

AUTHORITY

- Signs off on audit working papers;
- Recommends leave, disciplinary action and promotion of direct reports according to established human resource policies;
- Approves mileage upkeep and other traveling itineraries;
- Reviews working papers, current and permanent files;
- Recommends corrective actions;
- Initiate follow-up actions;
- Represents the Audit Unit at meetings, seminars, etc. as required.