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

JOB TITLE:	Auditor
JOB GRADE:	FMG/AS 2
POST NUMBER:	51043, 51044, 51045, 51059, 61120, 68644, 68645 & 68646
DIVISION:	Internal Audit
REPORTS 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

Under the general direction of the Senior Auditor, the Auditor is responsible for examining and analysing accounting records to assess the financial status of the Ministry. The role includes reviewing financial transactions to ensure compliance with accepted accounting procedures and determining adherence to relevant laws, regulations, policies, and rules governing the Ministry and its Agencies. The Auditor also evaluates the adequacy, efficiency, and effectiveness of management controls and recommends corrective actions to address identified weaknesses and improve operational effectiveness.

KEY OUTPUTS

- Operational, value for money and financial audits conducted;
- Working papers prepared and submitted;
- Interim audit reports produced and recommendations made;
- Audit files maintained and secured

KEY RESPONSIBILITY AREAS

Administrative/Management Other Responsibilities

- Liaises with internal and external stakeholders on pre-audit and post-audit matters;
- Prepares and submits working papers for review, ensuring accuracy, completeness, and compliance with audit standards;
- Maintains and secures audit files and related documentation in accordance with established procedures.

Technical Responsibilities

- Interprets and carries out audit assignments as directed by the Senior Auditor;
- Conducts reviews of assigned organisational and functional activities in accordance with prescribed audit programmes and instructions;
- Undertakes operational, financial, and value-for-money audits using established audit standards and procedures;
- Analyses and evaluates evidential data to determine the adequacy, efficiency, and effectiveness of activities under review, as well as compliance with relevant laws, regulations, policies, and procedures;
- Conducts special audit assignments as directed by the Senior Auditor;
- Consolidates audit findings and submits significant issues to the Senior Auditor for review;

- Responds to queries and provides clarification on working papers prepared;
- Makes preliminary recommendations to address weaknesses or deficiencies identified during audits;
- Assists in the preparation of draft audit reports;
- Assists the Senior Auditor in following up on audit recommendations and management responses.

Other Responsibilities

- Performs other related functions assigned by the Senior Auditor and the Chief Internal Auditor.

INTERNAL AND EXTERNAL CONTACTS

Internal	*Nature of Relationship*
Chief Internal Auditor	Professional guidance, information sharing,
Senior Auditor	Professional guidance, instructions, work assignments, information sharing
Senior Directors	Information sharing, professional advice
All staff members	Advice, sharing information and addressing concerns
External	*Nature of Relationship*
Portfolio Agencies- Responsible Officers	Professional advice, information sharing
MoF&P	Professional guidance, information sharing
Other MDA's	Information sharing
Auditor Generals' Department	Professional guidance, information sharing

PERFORMANCE STANDARDS

- Operational, value-for-money, and financial audits conducted in accordance with prescribed standards and established procedures;
- High-quality working papers prepared using established formats and submitted within agreed timeframes;
- Queries and working papers addressed in accordance with agreed standards and timelines;
- Preliminary recommendations and draft reports prepared to prescribed standards within agreed timeframes;
- Confidentiality, integrity, and professionalism consistently maintained in the execution of duties;
- Compliance with the Ministry's and Division's policies, rules, and regulations maintained at all times.

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	1
Written communication	3	Use of technology (relevant computer applications such as Microsoft Suite)	1
Customer and quality focus	2	Methodical	2
Team work and cooperation	3	Strategic vision	1
Interpersonal skills	2	Problem solving and decision making	3
Compliance	2	Analytical thinking	3
Quality of output	4	Planning and organizing	1
Integrity	4	Change management	1
		• Good research and analytical skills • 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, FAAA Act. • Sound Knowledge of accounting and auditing standards, principles and practice • Good knowledge of current auditing techniques	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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

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 conditions from time to time;
- May be required to work beyond normal working hours.

AUTHORITY

- None