



**OFFICE OF THE SERVICES COMMISSIONS**  
**LOCAL GOVERNMENT SERVICES COMMISSION**  
**MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING**  
**30 NATIONAL HEROES CIRCLE, KINGSTON 4**  
**JAMAICA, WEST INDIES**  
**TEL: 876-922-8600**  
**FAX: 876-932-5980/ 876-924-9764**  
**EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)**  
**WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)**

**CIRCULAR NO. 23/2020**  
**File No. 310/04 <sup>III</sup>**

**9<sup>th</sup> November, 2020**

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of **Junior Internal Auditor (FMG/AS 1)** in the **St. James Municipal Corporations** salary range \$1,341,866 – 1,789,576 per annum and any allowance(s) attached to the post:

***Job Purpose***

Provides technical support to the Senior Auditor in performing the full audit cycle to include risk/control management in the execution of performance, review, financial and operational audits in the Municipal Corporation and its portfolio entities

***Key Outputs***

- Preliminary Reports Drafted
- Financial records retrieved
- Working papers prepared
- Reviews conducted
- Preliminary recommendations reported
- Files maintained

***Key Responsibilities***

***Management and Administrative Responsibilities***

- Participating in the audit planning exercise
- Ensuring preparation of audit schedule
- Ensuring that all required tools and equipment for the audit are present for each assignment

***Technical/Professional Responsibilities***

- Assisting in conducting reviews of assigned organizational and functional activities in accordance with the instructions given by Supervisor and the prescribed audit programme.
- Retrieving and compiling a variety of statistical data from computer files, records, reports or from other sources.
- Participating in audits
- Providing support to Auditor in the preparation of audit observations and issuing of audit reports.
- Preparing and organizing working papers and submits to Supervisor for review
- Clearing any queries on the working papers prepared.
- Maintaining administrative files
- Participating in the conduct of pre and posts-audit as assigned
- Ensuring that all required tools and equipment for the audit are present for each assignment.
- Assisting in verifying the adequacy and accuracy of financial records
- Assisting in examining and appraising financial and accounting practices, systems and procedures.
- Assisting in conducting operational and financial audits.
- Assisting with the preparation of preliminary recommendations and draft of reports.
- Assisting with the preparation of the current files.
- Assisting with monitoring and compliance initiatives identified
- Assisting in audit of the Municipal Corporation's inventory and asset control registers/systems.
- Assisting in conducting investigations

### **Others**

- Performing other related functions assigned from time by time by the head of the Unit

### ***Performance Standards***

- Reviews conducted in accordance with prescribed standards and in a timely manner.
- Records verified using established standards and in a timely manner
- Comprehensive working papers prepared using assigned format and submitted within a specified timeframe.
- Recommendations brought to attention of supervisor via reports
- Preliminary recommendations and draft reports done in a timely manner.
- Confidentiality and Integrity are maintained in the execution of duties.
- High ethical standards displayed in the conduct of profession and personal business.

### ***Required Competences***

- Sound knowledge of the principles, procedures and practices of accounting
- Knowledge and experience with accounting software
- Sound knowledge of current auditing principles and techniques
- Working knowledge of the laws and regulations that guide the organization.
- Good time management skills
- Good interpersonal relations and report writing skills
- Demonstrate honesty, integrity and good judgement.
- High level of professionalism
- Ability to pay keen attention to details
- Ability to work as part of a team

### **Minimum Required Qualification and Experience**

- AAT level 3, or
- ACCA-CAT level 3, or
- ACCA level 1 or
- Associate Degree in Accounting, MIND

### **Special conditions associated with the job**

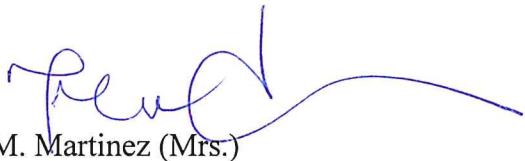
- Normal Working environment
- Exposure to infrastructural project (markets, car parks, buildings, road works)
- Travelling within jurisdiction scheduled and ad hoc
- Exposure to health hazard

Applications accompanied by resumes should be submitted **no later than 27<sup>th</sup> November, 2020**  
**to:**

**Secretary  
Local Government Services  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4**

**Please note that only short-listed applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Municipal Corporations and brought to the attention of all eligible officers.**



M. Martinez (Mrs.)  
Secretary  
Local Government Services  
for Chief Personnel Officer

Chief Executive Officer:

KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,  
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine

