



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 328
OSC Ref. C.6272¹⁴

14th December, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Senior Auditor (FMG/AS 3) (Not Vacant)** in the **Internal Audit Unit, Office of the Prime Minister**, salary range \$2,453,125- \$2,915,995 per annum and any allowance(s) attached to the post.

Job Summary

Under the general supervision of the Audit Supervisor, the Senior Auditor is responsible for examining the adequacy and effectiveness of internal controls, the accuracy of financial reporting, safeguarding of assets and compliance with the relevant laws, regulations, policies and rules in the Ministry. The Senior Auditor is responsible for managing the audit team in the absence of the Audit Supervisor and ensuring that the working papers prepared by each Auditor on his/her audit team are properly prepared. The incumbent is expected to perform his/her duties in keeping with the Institute of Internal Auditors Standards (Adopted 2000), International Auditing Standards, and the Staff Orders for the Public Service.

Key Responsibilities

- Participates in the planning of audit assignments, the Unit's Budget preparation, the Unit's Quality Assessment Programme and any other activities associated with the Unit's Administrative functions (Time Sheets, Evaluations etc.);
- Manages the audit team activities in the absence of the Audit Supervisor;
- Interprets and conducts assignments given by Audit Supervisor/Chief Internal Auditor, in the review of organizational and functional activities, in keeping with the prescribed Audit Programme, Time Budget Control, Audit Charter and the Annual Risk Based Audit Plan (Operational & Corporate Plan);
- Conducts performance, operational, financial and compliance audits and special assignments to assess the adequacy, efficiency and effectiveness of internal control; to achieve the desired audit objectives. (This involves determining the audit approach, developing audit programme, developing and applying internal auditing procedures and techniques);
- Obtains, analyses and appraises evidential data as a basis for an informed objective opinion on the adequacy and effectiveness of the system and efficiency of the performance of the activities being reviewed;
- Prepares working papers timely, accurately and in keeping with Auditing Standards/Audit Manual and submit to the Audit Supervisor/Audit Specialist for review;
- Provides guidance to the Auditor (Ensures working papers for the Auditor are properly prepared, compiled and submitted for review);
- Prepares draft reports for audit findings and submit to the Audit Supervisor with working papers;
- Participates in interviews prior to and after audit fieldwork to obtain explanations and management's acceptance of risk;
- Clears any queries on working papers based on responses received, verification of responses done and supporting evidence physically obtained;
- Liaises with internal and external clients with regards to pre and post audit issues. (Conducts site visits as required).

Required Knowledge/Skills/Competencies

- Excellent oral and written communication skills.
- Excellent interpersonal skills.

- Excellent planning and organizing skills.
- Integrity and confidentiality.
- Comprehensive knowledge of Auditing, Accounting and Public Administration (FAA Act).
- Comprehensive knowledge of the Public Finance Legal Framework.
- Comprehensive knowledge and experience of the Government of Jamaica operations and of Public Sector issues.
- Comprehensive understanding of the public expenditure policy environment and the aims and methods of Public Sector modernization.
- Strong analytical and problem-solving skills.
- Exercise initiative and good judgement.
- Comprehensive knowledge of Accounting principles and practices.
- Comprehensive knowledge of current auditing principles and techniques. (Example; Sampling Techniques, Operational Auditing and Risk Assessment.)
- Working knowledge of the laws, regulations and other instructions that govern the Department.
- Proficiency in the use of the relevant computer application (ACL, Microsoft Office Suite, etc.).

Minimum Required Qualification and Experience

- First Degree preferable in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent;
- Successful completion of relevant Government auditing courses and professional audit training would be an asset;
- Over two (2) years, but less than five (5) years' experience in audit/specialized area.

Special Conditions Associated with the Job

- Assignments conducted at external locations.

Applications accompanied by résumés should be submitted **no later than Monday, 28th December, 2020 to:**

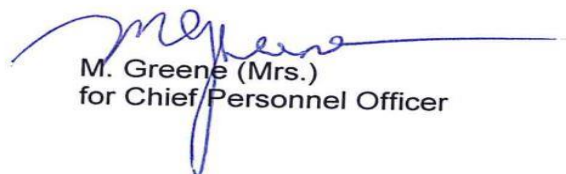
**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10**

E-mail: jobs@opm.gov.jm

Further details of the post may be obtained from the Human Resource Development and Management Division.

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.


M. Greene (Mrs.)
for Chief Personnel Officer