



**CIRCULAR NO. 9/2021**  
**File No. 310/04** <sup>III</sup>

1<sup>st</sup> February, 2021

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the vacant post of **Senior Internal Auditor (FMG/AS 3) (Not Vacant)** in the **St. Elizabeth Municipal Corporation** salary range \$2,453,125 – 2,915,995 per annum and any allowance(s) attached to the post:

***Job Purpose***

Under the direction of the Audit Committee of the Corporation, the Auditor is responsible for the independent appraisal and review of the standards by which the Local Authority's resources and assets are utilized. This would include the review of the financial and operational efficiency and effectiveness of the use of the resources entrusted to all members of the Local Authority, the assessment of the adequacy of the internal controls/risk management systems implemented within the Municipal Corporation and the monitoring and evaluation of the level of compliance with organizational policy/procedures and applicable Local Government and Government of Jamaica (GoJ) Acts, rules, regulations and standards.

***Job Responsibilities***

***Management/Administrative Responsibilities:***

- Overseeing the development and implementation of strategic audit plans, policies, operating budgets and operating procedures for all efficiency and compliance reviews.
- Managing the relationship with relevant agencies (e.g.: Auditor General's Department, Contractor General) and ensures that the interactions with these are aligned with the principles of compliance as expressed in relevant laws and procedures.
- Ensuring resources allocated to the Audit Unit are effectively employed and value for money obtained.
- Providing technical advice to the CEO, the Municipal Corporation Audit Committee, and other key stakeholders on audit, control and risk management issues.
- Keeping abreast of local and international trends, changes, in areas of responsibility and recommends/initiates their adoption and adaptation where necessary to meet the objectives of the organization or to serve as benchmark for the organization.
- Engaging in continuous knowledge development regarding sector rules, regulations, best practices, tools, techniques and performance standards.
- Consolidating pre- and post-audit findings according to audit cycle.
- Testing adherence to the policies and procedures of the Municipal Corporation and designated portfolio entities.

***Technical/Professional Responsibilities***

- Assisting the Municipal Corporation in determining the best selection of controls to manage the risks facing the organization. This assistance is limited to the provision of advice and recommendations to the Audit Committee, chairperson of the Municipal Corporation, Councillors and CEO.
- Analyzing and interprets financial and operating statements/reports in order to assess performance against established standards in efficiency, effectiveness and the use of resources.

- Reporting to the Corporation and external agencies (e.g.: The Auditor General, the Contractor General) on the appropriateness of the policies, programmes and activities of the Municipal Corporation.
- Ensuring the existence of a system implemented by management to identify and analyze major risks and test and reports on the effectiveness of this system.
- Monitoring and reporting on management's response towards and implementation of recommendations for improvement.
- Reviewing and reporting on the compliance of operatives with established policies and procedures.
- Expressing informed opinions on the working of the system of internal control.
- Ensuring regular examination of Assets and master inventory control system of the Municipal Corporation.
- Examining the financial programmes to ensure compliance with GoJ, FAA and Local Government Financing and Financial Management Acts.
- Assessing performance risks on critical business processes of the Municipal Corporation.
- Monitoring compliance with, adherence to GoJ Procurement standards, guidelines and regulations.
- Developing and ensures smooth operation of 'follow-up' system that focuses on the prompt resolution of identified deficiencies by the accountable officers.
- Reviewing and reporting on the accuracy, timelines and relevance of the financial information provided to management, compliance reports for standards, as well as the achievement of the Municipal Corporation's mandate.
- Conducting ad-hoc reviews and special investigations into the use of resources entrusted to the Local Authority and the value for money obtained in major activities.
- Conducting independent investigations that are sensitive and complex involving suspected violations of statutes and or policies etc.
- Establishing risk-based audit programmes to identify major risks and recommend actions to mitigate the same.
- Authorizing/approving payment/purchase requisitions, claims requests, etc. related to unit.

### ***Human Resource Management***

- Providing leadership and guidance to staff through effective planning, delegation, communication, mentoring and coaching.
- Conducting performance management process and recommends training and other development programmes for immediate reports.
- Participating in the recruitment of staff for the Unit within the span of control and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- Ensuring staff are effectively utilized to achieve organizational objectives and enhance their professional and/or personal development.
- Ensuring welfare and developmental needs of staff within the span of control are clearly identified and addressed to ensure the maintenance of cadre of highly motivated and productive employees.
- Supervising Junior Auditors assigned to engagements providing guidance to ensure high quality audit deliverables.
- Ability to lead and motivate team members.
- Performing any other duties that may be assigned.

### ***Key Outputs***

- Audit Plans and budgets
- Operational and compliance audit reports
- Financial audit reports
- Risk-based audit programmes
- Recommendations on weaknesses in control/risk management system and measures to take to correct such deficiencies.
- Technical advice

### ***Key Competencies***

- Thorough knowledge of all applicable GoJ rules and regulations governing the operation of Municipal Corporations
- Thorough knowledge of the rules and regulations governing the use of financial resources within the Local Authority
- Knowledge of operating procedures in each business unit of the Municipal Corporation
- Sound knowledge of GoJ Procurement guidelines, Local Government Financing and Financial Management Act
- Proficiency in the use of accounting and other relevant computer applications
- Knowledge of financial and business analysis techniques
- Sound technical knowledge
- Excellent interpersonal relations, communication and report writing skills
- Expertise at interpreting financial reports
- Sound knowledge of business and operational risks and control processes and procedures
- Excellent investigative, research, analytical and problem-solving skills
- Ability to pay keen attention to details
- Demonstrates honesty, integrity and sound judgement
- Excellent time management skills
- High level of professionalism and confidentiality.

### ***Special Conditions Associated with the Job***

- Required to participate in emergency planning/out of hours stand-by arrangements
- Required to travel to/from meetings in various parts of the parish within a reasonable time period
- Required to work flexibly in respect of the requirements of the post
- Required to attend committee meetings of Municipal Corporation
- Public Accounting firm experience is desirable but not mandatory

### ***Required Qualifications and Experience***

- Bachelors of Science Degree in Finance, Management, or Accounting, Business Administration with emphasis on Business Analysis, Accounting Principles with five (5) years relevant experience or equivalent professional qualification from a recognized institution.

Or

- ACCA Level 2
- At least five (5) years' relevant post qualification experience.
- At least five (5) years' experience in a Supervisory position.

Applications accompanied by resumes should be submitted **no later than 19<sup>th</sup> February, 2021** to:

**Secretary  
Local Government Services Commission  
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 Corporation and brought to the attention of all eligible officers.**

A handwritten signature in blue ink, appearing to read 'M. Martinez', with a long, sweeping horizontal line extending to the right.

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