



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

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CIRCULAR No. 285

OSC Ref. C. 4860⁹

20th August, 2021

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 **Assistant Auditor (FMG/AS 1) (Not Vacant)** in the **Internal Audit Unit** of the **Ministry of Labour and Social Security**, salary range \$1,341,866 - 1,789,576 per annum and any allowance(s) attached to the post.

Job Purpose

To assist all levels of management in achieving the organizational objectives effectively, by examining the internal control systems in accordance with the Government policies and procedures to determine the adequacy and integrity of the system.

Key Responsibilities

- Prepares Work Plans to support the time Budget based assignment;
- Conducts Audit Inspections of areas such as payroll, vouchers, receipts and payments, bank reconciliation statement, furniture and equipment inventories, stores, Farm Work Payments, Work Permit and pay and condition of employment to determine if transactions were properly supported in accordance with the FAA Act and Government Regulations and are arithmetically correct;
- Conducts comprehensive research/walk through on all aspects of assigned Departments/Division/Agencies;
- Discusses audit findings with Team Leader and Senior Auditor;
- Prepares and submits working papers and Audit Reports of finding and makes recommendation;
- Prepares charts, tables and flow charts to aid in the presentation of audit findings;
- Determines compliance with the relevant policies and procedures;
- Assesses the effectiveness of the Internal Control System in place;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Excellent knowledge of Government's Accounting policies and procedures
- Excellent analytical skills
- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Ability to work in team
- Working knowledge of relevant computer application
- Sound knowledge of the FAA Act

Minimum Required Qualification and Experience

- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualifications
- ACCA Level 1
- At least one (1) year work experience

Applications accompanied by résumés should be submitted **no later than Thursday, 2nd September, 2021 to:**

Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4

Email: resume@mlss.gov.jm

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.

A handwritten signature in black ink, appearing to be 'MT' or similar, with a long horizontal stroke extending to the right.

Merle I. Tam (Mrs.)
for Chief Personnel Officer