



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 1 **OSC Ref. C.6608⁸**

3rd January, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Senior Auditor (FMG/AS 3)** in the **Institute of Sports Limited**, salary range \$2,551,250 – \$3,032,635 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Administrative Director, the Senior Auditor manages the Internal Audit function of the Institute, its Department and projects islandwide, by establishing and implementing Internal Audit Programmes, which examine and evaluate the adequacy of management control systems provided to accomplish the objectives of the Institute in its operations and to assure the integrity of the controls governing the procedures of all activities.

Key Responsibilities

Management/Administrative:

- Develops and ensures the implementation of policies and procedures to guide the operations of the Audit Unit within the framework of Government guidelines and International Auditing Standards;
- Participates in the development and implementation of the strategic direction of the Institute;
- Leads the development and implementation of the Audit Unit Operational Plan, Work Plan and Audit Plan;
- Ensures that the objectives of the Institute are clearly defined and communicated to the staff;
- Keeps abreast of trends and developments in Internal Audit Management and recommends relevant adoption where appropriate to increase the effectiveness of the Audit Unit;
- Monitors Divisional responses to Audit Reports to ascertain the level of deficiencies corrected and adherence to internal controls;
- Manages the preparation and submission of Final Audit Reports with relevant recommendations and ensures timely submission of documents/information requested by the Audit Committee, Executive Director and Management;
- Represents the Audit Unit at meetings, conferences and other functions as necessitated;
- Provides assistance/advice to the Executive Director on Internal Audit issues as requested;
- Develops new policy guidelines in response to changing systems and practices in Auditing Standards;
- Develops programmes to determine if ethical behavior is consistent with international standards and other related guidelines or best practices;
- Monitors Annual Audit Work Plan and establishes priorities and time schedules to ensure completion;
- Ensures that Leave Cards and Attendance Register are updated and properly maintained for the Audit Staff;
- Certifies travelling claims for staff members;
- Reviews and signs off on time Budgets and Itineraries prepared by the Audit Staff;
- Reviews and signs off on Financial Statements prepared by the Parish Offices Island wide;
- Reviews and signs off on results from competitions and shows that are scheduled by the Institute;
- Allocates task to subordinates and provides advice on appropriate audit method and technique to be used;
- Assesses audit findings and discusses findings with relevant Directors and Managers, evaluates response and ensures that deficiencies are corrected;
- Responds to audit queries from external Auditors;
- Prepares and submits Quarterly and Annual performance reports for support staff;
- Prepares and submits Audit Reports to the Audit Committee and the Executive Director;
- Ensures compliance with internal financial and operational standards;
- Prepares and reviews working papers as required;
- Develops and maintains an Internal Audit Manual;

- Employs a team approach to resolving internal control issues with Directors and Managers;
- Attends Senior Managers Meetings;
- Attends Audit Committee and Board Meetings upon request.

Technical/Professional:

- Prepares in consultation (liaison) with the Executives Director, Portfolio Ministry and External Auditors the Institute's Annual Internal Audit Plan and Programme;
- Leads the conducts of the Annual Risk Assessment to determine priority audit areas;
- Prepares Time Budgets, Planning Memorandum, Audit Checklists and Risk Matrices;
- Visits Offices and Auditors in the field periodically to evaluate the progress of Audits and to ensure adherence to established policies and procedures;
- Examines the effectiveness of all levels of management in their stewardship of the Institute's resources and their compliance with established policies, procedures, Government regulations and guidelines and makes recommendations for improvement as necessary;
- Prepares Final Audit Reports stating deficiencies, implications, recommendations and management responses and submit reports to the Audit Committee, Executive Director and Department Heads;
- Prepares and submits Quarterly Reports on Audits conducted;
- Attends Operational Meetings where the Audit Department has a key role in the development and verification of systems;
- Conducts planned and ad hoc audit investigations with regards to the Institute's Divisions and Projects;
- Conducts Annual Audit of the overall operations of the Institute;
- Makes recommendations to support improvement in business progress;
- Supervises Audit Programmes and operations;
- Plans and co-ordinates Audit Programmes for the activities of Divisions and Projects, ensures that established procedure for these activities are adhere to;
- Implements adequate controls and tracking systems;
- Checks Accounting and Financial records for compliance, accuracy and adequacy;
- Recommends changes in operational procedures and systems to enhance accountability, safeguard assets and to prevent the occurrence of waste and extravagance;
- Meets with Senior Officers and Heads of Department to discuss Audit Findings;
- Maintains confidentiality, professionalism and integrity of the Unit;
- Advises Personnel in general on policies and operational guidelines;
- Ensures the security of Audit files.

Human Resource Management:

- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Manages the welfare and development of the Audit Staff through the preparation/review of Performance Appraisals and recommendation of required training and development programmes;
- Develops and implements a Succession Planning Programme in collaboration with the Human Resource Management Department and Administration to ensure continuity of skills and competence in the Unit;
- Participates in the recruitment of staff for the Department;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Institute;
- Ensures that proper working conditions exist for the Audit Staff;
- Ensures the welfare and development needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Audit Unit and the Institute's goals;
- Administers disciplinary action in keeping with Human Resource policies and procedures.

Required Knowledge, Skills and Competencies

Functional/Technical:

- Ability to critically assess the bookkeeping, operating systems and procedures of the Organization
- Sound knowledge of accounting principles, procedures, standards and practices
- Strong computer skills and training in the use of accounting and auditing packages and spreadsheets

- Sound and current knowledge of Government policies relating to accounting, budgeting and payroll

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and analytical thinking skills
- Excellent problem-solving and decision-making skills

Minimum Required Qualification and Experience

- ACCA Level 3, **or**;
- Bachelors Degree in Accounting or Management Studies with Accounting from a recognized University, e.g. UTECH, UWI, etc.;
- Five (5) years' experience in auditing techniques and procedures and other related work experience, three (3) years of which should be at the managerial level.

Applications accompanied by résumés should be submitted *via email* to hrdinsports@gmail.com **no later than Friday, 14th January, 2022 to:**

**Director, Human Resource Management and Administration
Institute of Sports Limited
National Stadium
Independence Park
Kingston 6**

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.



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