



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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JAMAICA, WEST INDIES

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### **CIRCULAR No. 335** **OSC Ref. C. 4857<sup>17</sup>**

10<sup>th</sup> August, 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 **Internal Auditor (Level 7)** in the **Jamaica Bauxite Institute**, salary range \$2,404,855 -2,885,827 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the supervision of the Chairman of the Audit Committee of the Board, the Internal Auditor examines and analyzes accounting records to determine the financial status of the Institute. Inspects items in books of original entry to determine if accepted accounting procedures were followed in recording transactions. Determine whether relevant laws, regulations, policies and rules governing the Institute are adhered to. Evaluate the adequacy, efficiency and effectiveness of management controls. Where necessary, recommends appropriate corrective action to be taken.

#### **Key Responsibilities**

- Interprets and conducts assignment given;
- Audits of all BCDP Projects in various Parishes including the Castor Oil Projects to ensure compliance;
- Conducts review of assigned organizational and functional activities in accordance with the prescribed Audit Programme;
- Conducts operational, financial and value for money audits using established audit requirements;
- Develops Risk Management Framework;
- Develops Risk Management Plan;
- Establishes, implements and maintains the JBI's Enterprise Risk Management process;
- Conducts risk based Audits to respond to organizational risks in a timely manner and provide insights to management to assist in solving risks that challenge the organization;
- Develops mechanisms to identify, assess and evaluate to enable the execution of the Enterprise Risk Management Strategies;
- Risk identification, analysis, evaluation and monitoring of inherent risk to the JBI operation to improve the Risk Profile;
- Evaluates the adequacy, efficiency and effectiveness of management controls;
- Analyses and appraises evidential data to determine the adequacy, efficiency and effectiveness of activities being reviews and compliance with relevant laws and regulations;
- Conducts special assignments as directed by the Board Audit Committee Chairman;
- Liaises with internal and external clients with regard to pre and post audit issues;
- Clears any queries on working papers prepared;
- Makes preliminary recommendations with respect to weaknesses or deficiencies noted;
- Prepares Audit Reports to Chief Internal Auditors;
- Ensures security of Audit Files;
- Follows-up on responses;
- Appraises/assesses reliability and integrity of the Accounting System;
- Determines adequacy and efficiency of the Financial and Operational procedures and control that exist;
- Develops relevant systems, policies and framework to comply with the following:
  - ✓ Laws and regulations
  - ✓ Financial Administration and Audit ( FAA) Act of 1992
  - ✓ Public Bodies Management Accountability of Act 2001
  - ✓ Policies, Procedures and Guidelines set forward by the Ministry of Finance and the Public Service for Public Sector Agencies
  - ✓ Recommendation by the Auditor General and Company policies
- Performs special investigations and other assignments as required.

**Ledger, vouchers, etc.**

- Evaluates and analysis of Financial Statements, including Monthly Trial Balance, Budget/Expenditure Statements and other relevant reports, as well as adequacy and control of; General Ledger, Journal Vouchers, Payment Vouchers.

**Accounts**

- Review and Analysis of:
  - ✓ Cash flow statement, bank reconciliation statements, expenditure on projects, payroll accounts, receivables and other transaction to determine efficiency, consistency and accuracy
  - ✓ Statutory payments (monthly) and annual statutory returns
  - ✓ Financial records
  - ✓ Examine accounting practices, systems, control and procedure to ensure compliance with required laws and regulations.

**Fixed Asset/Capital Expenditure**

- Safeguard of company assets via;
  - ✓ Maintenance of fixed asset register
  - ✓ Inventory control

**Procurement of Goods/ Services**

- Compliance with:
  - ✓ Government procedure for the Awards of Contracts;
  - ✓ Ministry of Finance and the Public Service guidelines for the procurement of goods and services;
  - ✓ Other Regulations.

**Fleet Vehicles**

- Manages/controls and uses of Fleet Vehicles, Petrol, Traveling and use of Advance/Credit Cards, in keeping with comprehensive motor vehicle policy for Public Sector.

**Recommendations/ Reports**

- Makes recommendations and monitors through periodic checks the process of actions taken to correct non-compliance and inefficiencies;
- Prepares Audit Report and submits findings to Audit Committee and Chairman of the Board.

**Required Knowledge, Skills and Competencies****Core:**

- Excellent oral and written communication skills
- Customer and quality focus
- Team work and cooperation
- Interpersonal skills
- Compliance
- Quality output
- Integrity

**Functional:**

- Initiate
- Use of technology (relevant computer applications such as Microsoft Suite)
- Methodical
- Strategic vision
- Problem solving and decision making
- Analytical thinking
- Planning and organizing
- Change management skills
- Good research and analytical skills
- Excellent knowledge of government administration system, laws and policies and other instructions governing both the financial and operational aspects of the JBI such as Staff Orders, Public Service Regulations, Procurement Guidelines, FAAA Act
- Sound knowledge of accounting and auditing standards, principles and practices
- Good knowledge of current auditing techniques

**Minimum Required Qualification and Experience**

- First Degree in Accounts, Finance, Business Administration, Management or Economics;  
**or**
- ACCA Fundamentals or equivalent.

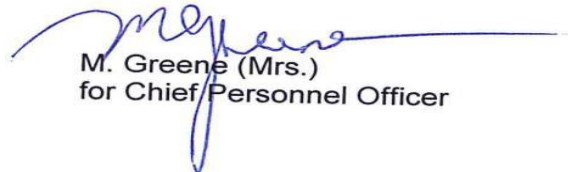
Applications accompanied by résumés should be submitted **no later than Tuesday, 23<sup>rd</sup> August, 2022 to:**

**The Human Resource Manager  
Jamaica Bauxite Institute  
Hope Gardens,  
P.O. Box 355,  
Kingston 6.**

Email us at: [hrd@jbi.org.jm](mailto:hrd@jbi.org.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.**



M. Greene (Mrs.)  
for Chief Personnel Officer