



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 148

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28th March, 2023

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 (Musgrave Avenue Office), Department of Co-operatives and Friendly Societies**, salary range \$4,060,697 - \$5,461,186 per annum

Job Purpose

Under the supervision of the Chief Auditor (Financial) (FMG/AS 4), the Senior Auditor Financial (FMG/AS 3) is responsible for conducting the Audits and Financial Assessment of Co-operatives, Friendly, Registered Charities and Industrial and Provident Societies (inclusive of Peoples Co-operative Banks) in consultation with the Supervisor and in accordance with the programme of work approved by the Director Audits and Investigations.

Key Responsibilities

Management/Administration:

- Reports on Audits assigned;
- Attends Meetings on behalf of the Department;
- Assists with the development of the Budget, Operational and Work Plans for the Department;
- Assists with the preparation of Monthly, Quarterly and Annual Reports;
- Provides oversight on activities of the Accounting Clerk.

Technical/Professional:

- Conducts Risk Assessments to determine areas of risk and audit focus;
- Prepares and executes Audit Programme by testing areas agreed on with Chief Auditor;
- Obtains and reviews audit evidence and documents audit conclusions;
- Completes audit work papers by documenting test and findings;
- Prepares Draft Auditors opinion based on evidence gathered, an understanding of the process and risk;
- Communicates audit progress and findings by providing information and highlighting unresolved issues;
- Provides technical advice to Societies on various issues based on reports submitted;
- Provides technical advice at meetings, in matters concerning financial management, accounting or audit and compliance with the requisite Acts, Regulations and Rules of the Societies;
- Assesses Statutory Records for compliance with Rules and Bye-laws and applicable accounting standards;
- Assesses compliance with all applicable acts of Parliament e.g. Income Tax, Co-operative, Friendly and Industrial and Provident Societies Acts etc.;
- Prepares Draft Report on Audit Findings stating deficiencies implications;
- Makes recommendations for improved internal controls and procedures to enhance business efficiency and submits reports to Chief Auditor;
- Examines external audits for correctness and conformity to Department's standard and applicable accounting standards and principles;
- Conducts training of Societies in proper Bookkeeping and Accounting procedures;
- Monitors the implementation of relevant accounting and internal control systems;
- Conducts assessment of Business Plans of prospective Societies for correctness and viability;
- Develops and Co-ordinates training courses in accounting and audit methods as well as Co-operative Law and Practices for Department's staff and Societies, in consultation with Director of Audits and Investigations;
- Identifies risk within systems and provides recommended solutions;
- Attends Annual General Meeting and prepares Report on issues discussed to facilitate follow-up action.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good problem-solving and decision-making skills
- Good interpersonal skills
- Teamwork and co-operation
- Integrity
- Strong customer and quality focus skills
- Analytical thinking
- Ability to use own initiative
- Good organizing and planning skills
- Strategic vision
- Good leadership skills
- Change Management skills

Functional/Technical:

- Knowledge of the operations of Government/Ministry's policies and procedures
- Excellent Knowledge of Auditing principles
- Excellent knowledge of Accounting principles
- Excellent knowledge of the Acts and Regulations governing the Departments functions
- Proficient in relevant software applications
- Good Report Writing skills

Minimum Required Qualification and Experience

- First Degree in Accounts, Finance, Business Administration, Management or Economics
- OR**
- ACCA Fundamentals or equivalent;
 - Over two (2) but less than five (5) years' experience in Audit/Specialized area.

Special Conditions Associated with the Job

- Working on weekends;
- Working outside the normal working hours in completing assignment;
- Island-wide travel to various Co-operative Societies, Friendly, Industrial and Provident Societies, and Groups;
- Unfavourable working conditions at times.

Applications accompanied by résumés should be submitted **no later than Wednesday, 12th April, 2023 to:**

**Director, Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.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.



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