



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 151 **OSC Ref. C. 5850¹⁴**

3th April, 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 posts of Auditor (FMG/AS 2) two (2) positions**, in **Internal Audit Division, Ministry of Economic Growth and Job Creation**, salary \$3,770,761 - \$5,071,254 per annum and any allowance(s) attached to the post.

Job Purpose

The Auditor assists with the implementation of audit programmes and procedures designed to ensure the integrity of Ministry operations and the adequacy of its Internal Systems of control.

Key Responsibilities

- Participates in the planning and prioritisation of Audit Programmes and the development of Audit Procedures;
- Conduct Audits based on Audit Programmes and Schedules;
- Conduct risks assessments of entities being audited to inform frequency and prioritization of Audits;
- Appraises the Financial and Accounting Systems and practices of the Ministry, Departments and Agencies. Verifies the adequacy and accuracy of financial records;
- Checks to ensure observation of and compliance with operational rules and regulations by the Ministry, Departments, and Agencies.
- Ensures compliance with established internal auditing standards in the conduct of Audits.
- Maintains current and complete working papers for all audit investigations;
- Identifies deficiencies and deviations from established financial, accounting, and operational standards and guidelines and recommends corrective action;
- Implements appropriate monitoring mechanisms to facilitate compliance with corrective measures where deficiencies and deviations have been identified;
- Recommend where appropriate, surcharge for breaches of rules and regulations;
- Liaises with Division Directors, Financial Controllers, the Auditor General, the Ministry of Finance and the Public Service and regulatory agencies in the conduct of Audits.

Required Knowledge, Skills, and Competencies

- Knowledge of Government operating laws, principles, and practices, including Accounts, Human Resource and Administration, Procurement
- Full grasp of the laws and regulations applicable to the Audit
- Proficient in the use of spreadsheets and other standard computer
- Ability to work as part of a team
- Excellent interpersonal skills
- Confidentiality and integrity
- Good written and oral communication
- Good analytical skills
- Meticulous

Minimum Required Qualification and Experience

- First Degree in Accounting, Finance, Business Administration, Management or Economics.
- ACCA Fundamentals or; equivalent and no experience.
- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus at least two (2) years auditing or accounting experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 18th April, 2023 to:**

Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Email: human.resources@megjc.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 'M. I. Tam', with a long horizontal stroke extending to the right.

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