



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 501

OSC Ref. C.6544⁴

29th November, 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 **Houses of Parliament**, salary range \$4,594,306 - \$6,178,830 per annum.

Job Purpose

The incumbent is responsible for the examination of transactions, records and documents, both financial and operational, to determine compliance with the provisions of relevant laws, regulations, policies and rules. The incumbent is also responsible for reporting on internal controls to the Chief Internal Auditor and, where necessary make recommendations.

Key Responsibilities

Technical:

- Determines scope of review of audits, in conjunction with the Chief Internal Auditor;
- Conducts Risk Assessment based on the Branch and/or functional area(s) assigned by the Chief Internal Auditor within the scope of the audit;
- Obtains, analyzes and appraises relevant data as a basis for an informed objective opinion on the adequacy and effectiveness of the system and the efficiency of the performance of the activities being reviewed;
- Ensures that working papers are properly prepared and submitted for review;
- Assists the Chief Internal Auditor with the preparation of Work Plans and Audit Programmes;
- Discusses audit findings with the Chief Internal Auditor and draft a comprehensive report of audit area(s);
- Prepares Quarterly and Annual Internal Audit Reports for submission to the Chief Internal Auditor;
- Ensures the security of audit files;
- Ensures conformance with acceptable auditing standards, plans, budgets and schedules;
- Represents the Branch at Audit Meetings and any other functions as instructed by the Chief Internal Auditor;
- Performs any other related functions assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent knowledge of the Financial Management and Accounting principles and practices;
- Comprehensive knowledge of the Financial Administration and Audit Act (FAA Act), its Regulations and instructions;
- Proficiency in the use of relevant computer applications;
- Excellent problem-solving and analytical skills;
- Excellent interpersonal skills;
- Excellent oral and written communication skills;
- High level of self-motivation, determination and confidence.

Functional:

- Sound knowledge of Government Accounting practices;
- Sound knowledge of the Government of Jamaica Internal Audit Manual;
- Good presentation and report writing skills;
- Excellent teambuilding skills;
- Ability to work under pressure and meet deadlines;
- Excellent planning and organizing skills;

- Ability to work on own initiative.

Minimum Required Qualification and Experience

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or equivalent; plus, over two (2) years' but less than five (5) years' experience in the specialized area;
- Successful completion of Government auditing courses and Professional Audit Training would be an asset.

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

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Email: clerk@japarliament.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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**