



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 85 **OSC Ref. C. 5851¹⁷**

13th February, 2024

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 (FMG/AS 2)** in the **University Council of Jamaica**, salary range \$3,770,761 - \$5,071,254 per annum.

Job Purpose

To ensure that all relevant policies, procedures, guidelines and regulations are adhered to and adequate internal controls exist throughout the Council's operations. To implement a system of internal audit programmes to ensure compliance of legislation, policies and procedures and assess their efficiency and operational effectiveness and identify possible weaknesses.

Key Responsibilities

- Prepares Audit Plan;
- Prepares Audit Programmes;
- Conducts audit reviews in accordance with Audit Programmes;
- Verifies adequacy and accuracy of financial transactions;
- Audits both financial and operational records and documents to determine compliance with relevant regulations, laws, policies and procedures;
- Submits properly designed and signed working papers;
- Clears any review query on working papers;
- Prepares audit findings along with proposed recommendations for audit findings/observations made and submits for review;
- Reviews responses to Audit Reports to ensure deficiencies are corrected;
- Consolidates and compiles final Audit Reports;
- Ensures audit files security;
- Performs other related duties assigned from time to time.

Required Knowledge/Skills/Competencies

- Sound knowledge of current auditing standards, techniques and practices
- Sound knowledge of the Financial Administration and Audit (FAA) Act
- Comprehensive knowledge of accounting principles, procedures and practices
- Good oral and written communication skills
- Excellent interpersonal and customer service skills
- Good planning and organizing skills
- Ability to analyze, pay attention to detail and exercise good judgement
- Ability to perform work with accuracy, speed and minimal supervision
- Ability to prioritize, work under pressure and meet deadlines
- Exercises professionalism, integrity and confidentiality
- Excellent knowledge of Microsoft Office Applications

Minimum Required Qualification and Experience

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

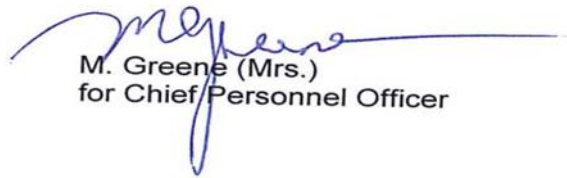
Applications accompanied by résumés should be submitted **no later than Tuesday, 27th February, 2024 to:**

Executive, Director
The University Council of Jamaica
31 Windsor Avenue
Kingston 5

Email: jobs@ucj.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