



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 226**

### **OSC Ref. C.6272<sup>18</sup>**

**30<sup>th</sup> May, 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 be assigned to the post of **Senior Auditor (FMG/AS 3) – (Not Vacant)** in the **Internal Audit Unit, Office of the Prime Minister**, salary range \$5,198,035- \$6,990,779 per annum.

### **Job Purpose**

Under the general supervision of the Audit Supervisor, the Senior Auditor is responsible for examining the adequacy and effectiveness of internal controls, the accuracy of financial reporting, safeguarding of assets and compliance with the relevant laws, regulations, policies and rules in the Ministry. The Senior Auditor is responsible for managing the audit team in the absence of the Audit Supervisor and ensuring that the working papers prepared by each Auditor on his/her audit team are properly prepared. The incumbent is expected to perform his/her duties in keeping with the Institute of Internal Auditors Standards (Adopted 2000), International Auditing Standards, Staff Orders for the Public Service:

### **Key Responsibilities**

#### ***Administrative***

- Participates in the planning of Audit Assignments, the Unit's Budget preparation, the Unit's Quality Assessment Programme and any other activities associated with the Unit's administrative functions (Time Sheets, Evaluations etc.);
- Represents the Unit at meetings/functions as directed, and supervises the Auditor;
- Attends and participates in the Unit's staff meetings;
- Manages the audit team activities in the absence of the Audit Supervisor.

#### ***Technical/Professional***

- Interprets and conducts assignments given by Audit Supervisor/Chief Internal Auditor, in the review of organizational and functional activities, in keeping with the prescribed Audit Programme, Time Budget Control, Audit Charter and the Annual Risk Based Audit Plan (Operational & Corporate Plan);
- Conducts performance, operational, financial and compliance audits and special assignments to assess the adequacy, efficiency and effectiveness of internal control; to achieve the desired audit objectives. (This involves determining the audit approach, developing audit programme, developing and applying internal auditing procedures and techniques);
- Obtains, analyses and appraises evidential data as a basis for an informed objective opinion on the adequacy and effectiveness of the system and efficiency of the performance of the activities being reviewed;
- Identifies sufficient, reliable, relevant and useful information for audit purpose;
- Prepares working papers timely, accurately and in keeping with Auditing Standards/Audit Manual and submits to the Audit Supervisor/Audit Specialist for review;
- Provides guidance to the Auditor (Ensures working papers for the Auditor are properly prepared, compiled and submitted for review);
- Prepares draft reports for audit findings and submits to the Audit Supervisor with working papers. (Prepares draft report on material/significant findings immediately);
- Participates in interviews prior to and after audit fieldwork to obtain explanations and management's acceptance of risk (Initial and Exit Interviews);
- Clears any queries on working papers based on responses received, verification of responses done and supporting evidence physically obtained;
- Liaises with internal and external clients with regards to pre and post audit issues (Conducts site visits as required);
- Ensures security of audit files and documents used during audits.

### ***Supervisory***

- Manages the performance of direct reports by preparing work plans, conducting performance appraisals and recommending learning and development programmes;
- Provides leadership to direct report(s) through effective objective setting, delegation and communication;
- Provides guidance to direct report(s) through, coaching, mentoring and training ensuring awareness and adherence to the policies, procedures and regulations of the Unit;
- Performs other related duties assigned from time to time by the Audit Supervisor and the Chief Internal Auditor.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Integrity and confidentiality.

#### ***Technical:***

- Strong analytical and problem-solving skills;
- Exercise initiative and good judgement;
- Comprehensive knowledge of accounting principles and practices.
- Comprehensive knowledge of current auditing principles and techniques. (Example; Sampling Techniques, Operational Auditing and Risk Assessment.)
- Working knowledge of the laws, regulations and other instructions that govern the Department. This knowledge to be significantly increased within six (6) months of joining the organization.
- Proficiency in the use of the relevant computer application (ACL, Microsoft Office Suite, etc.).
- Comprehensive knowledge of auditing, accounting and public administration (FAA Act).
- Comprehensive knowledge of the public finance legal framework.
- Comprehensive knowledge and experience of the Government of Jamaica operations and of public sector issues.
- Comprehensive understanding of the public expenditure policy environment and the aims and methods of public sector modernization.

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Accounts, Finance, Business Administration, Management or Economics from a recognized/accredited tertiary institution
- OR**
- ACCA Fundamentals or equivalent
  - At least two (2) years' experience in audit/specialized area.

### **Special Conditions Associated with Job**

- Typical working environment/conditions may have exposure to 10–15% of aggression/hostility.
- Will be required to travel to external sites to conduct audits.
- Could be required to work in cramped and uncomfortable conditions.

Applications accompanied by résumés should be submitted **no later than Wednesday, 12<sup>th</sup> June, 2024 to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

Email: [jobs@opm.gov.jm](mailto:jobs@opm.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