

INTERNAL ADVERTISEMENT  
MINISTRY OF INDUSTRY, INVESTMENT & COMMERCE  
CAREER OPPORTUNITIES

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The Ministry of Industry, Investment & Commerce is inviting suitably qualified persons to fill the position of **Senior Auditor (FMG/AS 3) (Internal Audit Unit)** – Vacant

Salary Range: \$2,551,250 to \$3,032,634 per annum and the allowances attached to the post.

### **JOB PURPOSE**

Under the general direction of the Chief Internal Auditor, plans, directs, and coordinates the work of the unit, examines and reports on the level of compliance with relevant laws, rules regulations and policies governing the Ministry. Assesses the adequacy, efficiency and effectiveness of internal controls in achieving desired objectives and recommends for corrective measures where possible.

### **KEY OUTPUTS**

- Work plan prepared
- Working papers prepared and reviewed
- Audits conducted and reports produced
- Efficient and productive team members
- Assistance provided for operational and annual audit plans
- Attends meetings as required
- Audit findings discussed with relevant Managers/Department Heads
- Special investigations conducted and audit reports submitted
- Audit files secured
- Activities of the Unit managed from time to time.

### **KEY RESPONSIBILITY AREA**

#### **Management/Administrative Duties**

- Participates in the development of the operational and annual audit work plan.
- Plans, directs and coordinates the work of the Audit Team and direct preparation of reports.
- Represents the unit at meetings and seminars as directed.

### **TECHNICAL/PROFESSIONAL RESPONSIBILITIES**

- Assists in conducting risk assessment
- Determines audit approach, ie, methodology and scope of audits
- Develops audit programmes
- Develops and apply auditing procedures and techniques in conducting operational, financial and value for money audits.
- Assesses the adequacy, efficiency, effectiveness and compliance with relevant laws, regulations and other stipulated guidelines in achieving desired objectives.

- Verifies the accuracy of financial and other records.
- Conducts site visits where relevant.
- Reviews and signs off on working papers for direct reports.
- Prepares working papers for audits conducted.
- Discusses Audit Findings with relevant Managers/Department Heads.
- Consolidates overall audit findings.
- Prepares reports on audit findings stating deficiencies, make appropriate recommendations and submits report to the Chief Internal Auditor.
- Conducts special investigations/assignments as directed by the Chief Internal Auditor.
- Ensures the security of audit files.

## **HUMAN RESOURCE RESPONSIBILITIES**

- Participates in the welfare and development of direct reports through the preparation of performance appraisals.
- Provides guidance to staff through coaching, mentoring and training and providing assistance and support as needed.
- Manages the unit in the absence of the Chief Internal Auditor.
- Ensures that junior staff is aware of and adheres to the policies, procedures and regulations of the Division and the Ministry.

## **OTHER RESPONSIBILITIES**

- Performs other related functions assigned by the Chief Internal Auditor from time to time.

## **PERFORMANCE STANDARDS**

- Risk assessment is conducted in accordance with auditing standards and organization policy.
- Audit reports are comprehensive, accurate with and submitted within established timeframe.
- Confidentiality and integrity are exercised.
- Team members (Direct reports) are competent and productive.
- Adherence to Ministry's/Division's rules and regulations and Auditing Standards and Code of Ethics.

## **REQUIRED COMPETENCIES**

### **Core Competencies**

- Good communication skill, both orally and written.
- Good interpersonal skills.
- Good planning and organizing skills.
- Compliance with the ministry rules and regulations.
- Ability to lead and work in teams.

### **Technical Competencies**

- Comprehensive knowledge of the accounting principles, procedures, standards and practices.
- Comprehensive knowledge of current auditing principles, standards and techniques.
- Working knowledge of the laws, rules, regulations and other instructions governing both the financial and operational aspects of the Ministry/Agencies.
- Proficiency in the use of relevant computer applications.
- Working knowledge of supervisory practices and standards.
- Good analytical skills.
- Compliance with Auditing Standards and procedures.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Accounting/Management Studies or at least ACCA Level 1, or
- Certificate or Diploma in Accounting/Finance/Business Administration/ Management Studies or ACCA Level 1.
- Certificate in Government Accounting (MIND)
- Certificate in Supervisory Management.
- Three years relevant experience in private or public sector.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working environment, however, may have exposure to aggression/hostility.
- Will be required to travel to external sites to conduct audits.

**Applications accompanied by resume should be submitted no later than**

**February 11, 2022 to:**

**Director, Human Resource Management and Development**

**Ministry of Industry, Investment & Commerce**

**4 St. Lucia Avenue**

**Kingston 5**

**Email: [hrm@miic.gov.jm](mailto:hrm@miic.gov.jm)**

**Please note that we thank all for responding, but only short-listed applicants will be contacted.**