



Houses of Parliament

Jamaica

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SENIOR AUDITOR Pay Band 9 (FMG/AS 3)

Applications are invited from suitably qualified persons for the post of **Senior Auditor Pay Band 9 (FMG/AS 3) (vacant)** at the Houses of Parliament. The salary range is \$4,594,306- \$6,178,830 per annum.

SCOPE OF DUTIES

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 to report on internal controls to the Chief Internal Auditor and, where necessary, make recommendations.

MAIN DUTIES AND RESPONSIBILITIES

Technical Responsibilities

- 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, analyses 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;
- Discuss 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 other related functions assigned from time to time.

REQUIRED COMPETENCIES

Core Competencies:

- 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 its Instructions
- Proficiency in the use of relevant computer applications
- Excellent problem-solving and analytical skills
- Excellent interpersonal and communication skills
- High level of self-motivation, determination and confidence

Functional Competencies:

- Sound knowledge of Government Accounting practices
- Sound knowledge of the Government of Jamaica Internal Audit Manual
- Excellent interpersonal and communication skills, including good presentation and report writing skills
- Excellent teambuilding skills
- Must be able to work under pressure and meet deadlines
- Excellent planning and organising skills
- Ability to work on own initiative

QUALIFICATIONS & EXPERIENCE

- BSc. Degree in Accounting, Finance, Management Studies/Business Administration or Economics or;
- ACCA Fundamentals or equivalent and over three (3) years' experience in audit/specialized area;
- Successful completion of relevant government auditing courses and professional audit training.

Applications accompanied by résumés should be submitted no later than **Wednesday, September 13, 2023** to:

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

Email: clerk@japarliament.gov.jm

Only shortlisted applicants will be contact.

