



AUDITOR GENERAL'S DEPARTMENT
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Senior Director, Quality Assurance

JOB GRADE: AUGD/AGS 8

POST NO: 64298

DEPARTMENT/UNIT: Quality Assurance

REPORTS TO: Auditor General AUGD/AGS 10

MANAGES: Director Quality Assurance

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE
DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:**

Employee

Date

Head of Department/Division

Date

Received in Human Resource Division

Date

Created/Revised: June 2022

JOB SUMMARY

The position is responsible for providing reasonable assurances to the Auditor General that annual audits are conducted in accordance with applicable professional standards, internal policies and legislative requirements at an acceptable level of audit risk and adds value to the respective MDA. The position is expected to adopt a holistic approach to the review by identifying behaviors, expectations, and policies that touch on the individual, the audit team, and the Department.

GUIDING PRINCIPLES

Confidentiality	Integrity	Fairness	Accountability	Transparency
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CENTRAL LEGISLATIVE FRAMEWORK

The Jamaican (Constitution) Order in Council (Act), 1962	Financial Administration & Audit Act, 2011 Financial Administration & Audit (Amendment) Act, 2016	Public Bodies Management & Accountability Act, 2001
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KEY OUTPUTS AND DELIVERABLES:

OUTPUTS	DELIVERABLES
Strategic Planning & Management	<ul style="list-style-type: none">• Strategic inputs provided.• Operational, Audit Plans & Work Plans completed
Quality Assurance services delivered	<ul style="list-style-type: none">• Audit Schedule reviewed.• Quality Assurance Manual.• Quality Assurance reports done.• Training courses facilitated.
Skilled, competent & productive staff	<ul style="list-style-type: none">• AuGD core values entrenched.• Succession & Capacity Development Plans supported.• PMAS used to streamline deliverables.• Staff responsive to priority work programmes• Staff welfare managed.

KEY RESPONSIBILITY AREAS

A. Management/Administration

1. Participates in the development, guides and monitors the implementation of the Operational Plan, recommends changes where necessary to achieve established unit/section objectives.
2. Monitors implementation of approved policies and procedures and ensures staff compliance.
3. Represents the Auditor General at conferences meetings and other fora, as required.
4. Prepares and submits routine and special reports, as required.
5. Monitors the audit delivery processes being executed by staff at outstations.

B. Technical/Professional

1. Participates in the strategic planning process for the Department.
2. Leads the development of the Department's Quality Assurance Manual conducting periodic reviews to ensure its currency and communicating changes to all members of the audit team.
3. Prepares and reviews Audit Schedule to effect adjustments, as necessary.
4. Leads the team in conducting reviews of the planning, risk assessment and budgeting decisions of the audit team.
5. Brings to the attention of Senior Directors and Team Leads, issues identified by the Quality Reviewer, that are not adequately addressed by the Audit Team and that may put the Department at undue risk.
6. Conducts ad hoc assessments at various points of the audit process to introduce objectivity and to provide assurance to the report signatory that the main controls, steps and procedures have been applied/completed.
7. Prepares reports on findings of quality reviews conducted and presents findings and recommendations to the Auditor General and Audit teams.
8. Identifies and recommends training and development opportunities to Unit Heads and Training Unit for audit staff based on findings in quality reviews.

9. Participates in the preparation of training materials and facilitate training for audit staff, conducting training where applicable in changes to audit practices.
10. Keeps abreast of professional and policy and/or procedural changes in accounting and auditing and employs appropriate strategies to communicate and incorporate such changes in the work of the Department.

C. People Management

1. Provides leadership to staff through effective objective setting, delegation, communication, mentoring and providing assistance and support as needed.
2. Provides leadership to staff through leading by example, effective delegation and communication.
3. Oversees the development of Individual Work Plans for staff in the unit.
4. Manages performance through monitoring, coaching, mentoring, training, feedback and ensure that performance evaluation reports are duly completed within stipulated timeframe.
5. Identifies and addresses training and other needs of staff within the Unit.
6. Ensures adherence to the policies, procedures, and regulations of the Department.

D. Other Responsibilities

Performs other related duties that may be assigned.

PERFORMANCE STANDARDS

- Inputs to strategic planning process made.
- Audit systems tested.
- Key deliverables are produced within agreed timeframes to required standards.
- Quality Assurance Manual maintained.
- Quality review checks are conducted as scheduled.
- %age of staff trained/re-trained.

REQUIRED COMPETENCIES

Leadership & Strategic Planning	Stakeholder Engagement	Respects Diversity	Professionalism
Auditing concepts and techniques		Emotional Intelligence	Technical & Business Knowledge
Planning & Organizing	Results Orientation	Risk Analysis & Mitigation	Delegation
Accuracy	Effective Communication	Teamwork & Collaboration	Time Management

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Master's Degree in Accounting, Finance, Business Administration, or Management Studies with Accounting from a recognized university. Postgraduate training in accounting would be an asset.
- 5-10 years auditing experience in private or public sector at a supervisory/management level.
- ACCA Professional or CPA or
- Experience in international accounting and auditing standards (such as IFRS, IPSAS, ISA/ISSAI etc.).
- Proficiency in the use of basic Information and Communication Technology (ICT) tools, such as Microsoft Office suite, is essential.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical Office environment
- Occasional exposure to adverse working conditions
- Unusual working hours
- Performing duties while under pressure
- Local and international travels from time to time
- Performing multiple tasks at the same time
- Working with multiple teams

AUTHORITY

- Recommends audit policies and procedures.
- Recommends the revision or implementation of internal controls.
- Authorises the validation of any system revised or implemented.
- Recommends amendments to audit policies and procedures.
- Signs audit reports.
- Recommends audit actions.
- Recommends leave, disciplinary and promotion of direct reports in keeping with established human resource policies.