



**AUDITOR GENERAL'S DEPARTMENT
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE: Project Lead

JOB GRADE: AUGD AGS 7

DEPARTMENT/UNIT: Financial Statements

REPORTS TO: Project Manager

MANAGES: Audit Teams

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

Employee

Date

Head of Department

Date

Received in Human Resource Division

Date created/revised

JOB PURPOSE

Reporting to the Principal Auditor, the Director, Audit is responsible for the outcomes of the financial audits of the specified Agencies/Public Bodies under their direction, in keeping with professional standards and enforcing the policy directive of the Auditor General's Department (AuGD) for the achievement of goals and objectives.

KEY OUTPUTS

- Financial statements audited and submitted.
- Reports prepared and submitted.
- Applicable changes to International Accounting and Auditing Standards reviewed.
- Working papers prepared and reviewed.
- Meetings attended.
- Risk based Audit plan prepared.
- Quality assurance guidelines for financial statements implemented.
- Staff performance appraised.
- Assigned section of Annual Report submitted.
- Work plans for Audit Teams prepared and submitted

KEY RESPONSIBILITY AREAS

A. Management and administration Responsibilities

- Provides support to team members by monitoring the operational function of area of responsibility to ensure that audit teams operate in keeping with established policy.
- Keeps abreast of changes in existing policies, guidelines, audit and accounting standards; and makes recommendation for adoption by the Department where applicable.

B. Technical/Professional Responsibilities

- Manages and directs multiple audits ensuring the processes comply with the department's policies and procedures.
- Reviews the planning process to ensure that team members have a thorough understanding of the relevant assignments, the Agency's objectives, internal controls, policies and processes, financial reporting framework, and applicable laws & government regulations,
- Provides guidance to team leads to ensure that for significant risk areas identified, an appropriate audit strategy is developed.
- Reviews financial statements to determine whether they are prepared in all material respects with the applicable financial reporting framework.
- Implements financial statements quality assurance guidelines by reviewing and signing working papers for all audits undertaken by audit teams; and provides milestone updates to the Project Manager.
- Liaises with officers within Departments/Agencies to provide information, address their concerns and escalates problems when they arise.
- Attends and provides technical support at the Public Accounts Committee meeting as required.
- Keeps abreast of changes in GOJ policies and guidelines, International Auditing and Accounting standards and stimulates discussion for adoption and implementation in keeping with the Department's policies.
- Participates in the preparation of the Annual Report.
 - Represents the Auditor General at meetings as required.
 - Meets with Heads of Departments to discuss audit findings.
- Reviews and submits clear and concise Audit Completion Reports to the Principal Auditor ensuring that all professional requirements have been met.
- Follows up responses of Heads of Departments/Agencies to Audit Completion Reports to determine whether management corrected deficiencies, ensures procedures implemented and adherence to internal controls.

C. People Management

- Ensures that staff is aware of and adheres to the policies, procedures, professional and ethical standards of the Department.
- Provides leadership to staff through effective objective setting, communication, mentoring, assistance and support as needed.
- Manages the welfare and development of staff skills and performance levels by providing guidance and on-the-job training, preparation of performance appraisals and recommendations of required training.
- Ensures work plans for direct reports are prepared, reviewed and submitted to the Project Manager.
- Addresses complaints and resolve problems.

CI. Other responsibilities

- Performs other related duties assigned.

PERFORMANCE STANDARDS

- Reports prepared and submitted within the established period and meet the established quality standard.
- Provide adequate support and guidance to direct reports that meets their needs and expectations.
- Provide technical guidance to staff and prepare review notes for working papers examined in keeping with established standards, policies and procedures.
- Convene meetings with cross-functional work teams and make strategic decisions and/or objectives of meeting.
- Conduct risk assessment in keeping with auditing standards and Department's policy.
- Conduct adequate tracking of unresolved audit findings and recommendations.

REQUIRED COMPETENCIES

- Good leadership skills.
- Excellent written and oral communication skills.

- Excellent problem solving and decision-making skills.
- Good interpersonal skills.
- Excellent planning and organizing skills.

Competencies (See AuGD’s PMAS Manual - Competence Assessment Levels)

Core Competencies	Level	Technical Competencies	Level
Written and Oral Communication	3	Use of Technology	3
Teamwork and Cooperation	3	Initiative	3
Strategic Vision	1	Problem Solving and Decision Making	3
Leadership	2	People Management	2
Job Knowledge Technical Skills	4	Critical and Analytical Thinking	3
Interpersonal Skills	3		
Planning and Organizing	3		

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- ACCA Level 2 or 3, CPA examinations or equivalent or;
- Bachelor’s Degree in Accounting or Management Studies with Accounting from a recognized University.
- At least five years experience in auditing (two at a supervisory level).
- Experience working with electronic audit tools and methodologies.
- Postgraduate training in Accounting is an asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment but may be occasionally exposed to adverse working conditions.
- Occasionally required to travel island wide.

AUTHORITY

- Recommends disciplinary action.
- Recommends audit actions.