

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

JOB TITLE: Auditor

JOB GRADE: AUGD/AGS 5

POST NUMBER:

DEPARTMENT/UNIT Assurance Audit (Compliance, Financial Statements, Appropriation Accounts, Pensions).

REPORTS TO: Senior Auditor [AUGD/AGS 6]

MANAGES: Assistant Auditor [AUGD/AGS 4]

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

Employee _____
Date

Deputy Auditor General/Principal Auditor _____
Date

Received in Human Resource Division _____
Date

Revised: August 2024

JOB SUMMARY

This position is responsible for conducting Assurance Audits in assigned Ministries, Departments, Agencies, Municipal Corporations and specified Public Bodies.

GUIDING PRICIPLES

Confidentiality	Ethics	Accountability	Integrity	Transparency
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CENTRAL LEGISLATIVE FRAMEWORK:

The Jamaican (Constitution) Order in Council	Financial Administration and Audit Act	Public Bodies Management and Accountability Act
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KEY OUTPUTS & DELIVERABLES

OUTPUTS	DELIVERABLES
Assurance Audits conducted according to standard (quality and time).	<ul style="list-style-type: none">• Audits executed.• Working Papers prepared and submitted.• Review and coaching notes cleared.• Draft Audit Reports and correspondences prepared.• Meetings attended & Minutes documented.• Work Plan completed.• Monthly Progress Reports submitted.• Stakeholders engaged.• Compliance with relevant ethical requirements.

KEY RESPONSIBILITY AREAS

A. Technical/Professional

1. Conducts **Assurance Audits** in accordance with the AuGD's established policies and procedures.
2. Consults with Senior Auditors to determine overall audit strategy and objectives.
3. Liaises with auditees to obtain an understanding of business rules, systems, processes and procedures.
4. Participates in Planning, Entrance and Exit meetings and takes appropriate Minutes.
5. Prepares Working Papers and Drafts audit reports for submission to Supervisor.

B. Other Responsibilities

Performs any other related duties that may be assigned.

PERFORMANCE STANDARDS

- Audits are completed in accordance with established standards and agreed timeframe.
- Working papers are completed in accordance with established standards and agreed timeframe.
- Audit Reports and correspondences are completed in accordance with established standards and agreed timeframe.
- Minutes are completed in accordance with the established standards and agreed timeframe.

REQUIRED COMPETENCIES

Customer and Quality focus	Planning and Organizing	Results Oriented	Professional Judgement and Scepticism
Compliance	Initiative and Adaptability	Verbal and Written Communication	Teamwork and Collaboration

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Two years relevant experience.
- Bachelor's Degree in relevant field **OR** ACCA Level 2 or equivalent.
- Experience in the use of electronic working papers would be an asset.
- Any equivalent combination of qualification and experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical Office environment.
- Occasional exposure to adverse working conditions.
- Typical working hours.
- Performing duties while under pressure.
- Local travel required.
- Performing multiple tasks at the same time.

AUTHORITY

- Convene meetings with stakeholders.
- Make recommendations based on findings.