

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

JOB TITLE: Auditor
JOB GRADE: AUGD/AGS 5
POST NUMBER:
DEPARTMENT/UNIT Performance Audit
REPORTS TO: Senior Auditor AUGD/AGS 6
Director of Audit AUGD/AGS 7
MANAGES: N/A

**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

JOB SUMMARY

This position is responsible for conducting **Performance Audits** of assigned Ministries, Departments, Agencies, statutory and public bodies, in accordance with the Unit's annual work plan.

GUIDING PRICIPLES

Confidentiality	Ethics	Accountability	Integrity	Transparency
-----------------	--------	----------------	-----------	--------------

CENTRAL LEGISLATIVE FRAMEWORK:

The Jamaican (Constitution) Order in Council (Act), 1962	Financial Administration & Audit Act, 2011	Public Bodies Management & Accountability Act, 2001
	Financial Administration & Audit (Fiscal Responsibility Framework) (Amendment) Regulations, 2015	Public Procurement Act, 2015 Public Procurement (Amendment) Act, 2018

KEY OUTPUTS & DELIVERABLES

OUTPUTS	DELIVERABLES
<i>Performance Audits</i> conducted	<ul style="list-style-type: none">• Audits conducted• Working papers prepared• Entrance and exit meetings attended• Meeting minutes taken• Mid-point reviews prepared and presented• Stakeholders engaged• Routine & special reports prepared, as required
Skilled, competent & productive staff	<ul style="list-style-type: none">• AuGD core values entrenched• Succession & Capacity Development Plans supported• PMAS used to streamline deliverables

KEY RESPONSIBILITY AREAS

A. Technical/Professional

1. Assists in developing components of the **Study Plan** during the planning stage of performance audits.
2. Conducts research to obtain an understanding of the auditee's operations, systems, processes and procedures.
3. Consults with Team Lead/supervisor regarding audit objectives, issues, audit methodology and reporting formats for data analysis.
4. Participates in planning entrance and exit meetings and takes appropriate minutes.
5. Conducts **Performance Audits** to determine compliance of MDAs with established standards and guidelines, and the adequacy, efficiency and effectiveness of internal controls.
6. Discusses audit findings with Team Lead/Supervisor to ensure consistency with assigned audit areas.
7. Drafts audit queries, working papers and other communication for submission to Team Lead.
8. Prepares and uploads working papers and related audit evidence to TeamMate+ in accordance with quality standards.
9. Contributes to mid-point reviews.
10. Drafts preliminary audit findings for submission to Supervisor, for inclusion in draft audit report, in accordance with relevant standards.
11. Conducts verification of responses from auditees to enable preparation of Public Accounts Committee (PAC) Briefing Report (Prompt) by Team lead.
12. Attends Public Accounts Committee (PAC) meetings and provides technical support as required.
13. Ensures adherence to the policies, procedures and regulations of the Auditor General's Department.

B. Teamwork

1. Collaborates with team members to achieve the Departments/Unit's shared goals and objectives.
2. Foster open communication, active listening and involvement and constructive feedback to ensure seamless team collaboration.
3. Promotes an inclusive team building culture, recognizing the benefits of diverse perspectives and skills.
4. Contributes to a positive and productive team environment that delivers exceptional results.

C. Other Responsibilities

1. Serves on internal committees and external working groups as assigned by the Auditor General.
2. Performs any other related duties as may be assigned.

PERFORMANCE STANDARDS

- Working papers are completed in accordance with established standards and agreed timeframe.
- Audit findings are complete, accurate and factual.
- Queries and correspondence are completed in accordance with established standards and agreed timeframe.
- Declarations of Independence and performance evaluation reports are completed in accordance with agreed standards and timelines.

REQUIRED COMPETENCIES

Customer & Quality focus	Planning & Organising	Results oriented & Compliance	Professional judgement and scepticism
Critical thinking & analysis	Initiative & Adaptability	Verbal & Written Communication	Teamwork & Collaboration

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in social or natural sciences, or related discipline. ACCA Fundamental level or other relevant professional qualification.
- Competency in Microsoft 365 (Word, Excel Power point) and other applications would be an asset. Experience with electronic working papers (TeamMate +) and data interrogation software would be an asset.
- A basic understanding of public administration and government operations would be an asset.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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

AUTHORITY

Recommends training needs