

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

JOB TITLE: Senior Auditor

JOB GRADE: AUGD/AGS 6

POST NUMBER:

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

REPORTS TO: Director of Audit [AUGD AGS 7]

MANAGES: Auditors and Assistant Auditors

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 to lead the Audit Team in the conduct of Assurance Audits for 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">• Work Plan prepared.• Risk-based audit planning report prepared.• Working Papers prepared and reviewed.• Review and coaching notes prepared and cleared.• Draft audit completion report prepared.• Financial Statements and Appropriation Accounts audited.• Progress of audits monitored and communicated.• Performance/Progress Reports submitted.• Meetings attended and Minutes documented.• Stakeholders engaged.• Draft Annual Report extracts and verifications.• Technical advice given.
Effective management of Human Resources	<ul style="list-style-type: none">• Compliance with relevant ethical requirements.• Training needs identified and interventions recommended and implemented.• Performance Evaluation Reports prepared.• Staff welfare managed.

KEY RESPONSIBILITY AREAS

A. Management/Administration

1. Review Individual Work Plans for staff.
2. Monitors implementation of approved policies and procedures and ensures staff compliance.
3. Prepares and submits routine and special reports, as required.
4. Supervise the execution of audits to ensure compliance with standards.

B. Technical/Professional

1. Conducts assurance audits in keeping with applicable auditing standards.
2. Assesses the adequacy, efficiency and effectiveness of the internal controls implemented by management and recommends solutions or corrective measures, where necessary.
3. Reviews working papers and sections of draft reports submitted by Direct Reports.
4. Follow up/conduct verification on responses to audit reports and queries of Directors, as required.
5. Drafts audit completion reports and any other correspondences as requested by supervisors.
6. Liaises with auditees, participates in Exit Interviews and other audit meetings.
7. Attends and provides technical support at Public Accounts Committee meetings, as required.

C. People Management

1. Provides leadership to staff through leading by example, effective delegation and communication.
2. Oversees the development of Individual Work Plans for staff in the unit.

3. Manages performance through monitoring, coaching, mentoring, training and feedback.
4. Prepare Performance Evaluation Reports within the stipulated timeframe.
5. Identifies and addresses training and other needs of staff.
6. Create awareness of and monitor staff compliance with the policies, procedures and regulations of the Department.

D. Other Responsibilities

- Performs other related duties that may be assigned.

PERFORMANCE STANDARDS

- Work Plans are completed in accordance with established guidelines and timeframe.
- Audit plans are completed in accordance with established guidelines and timeframe.
- Working papers are completed in accordance with established standards and agreed timeframe.
- Audit reports and correspondences are prepared in accordance with established quality standards and agreed timeframe.
- Assurance Audits are completed in accordance with the agreed standards and timeframe.
- Performance Evaluation Reports are completed in accordance with agreed standards and timeframe.

REQUIRED COMPETENCIES

Leadership	Stakeholder Engagement	Respects Diversity	Professionalism
Critical Thinking and Analysis			
Financial and Operational Auditing concepts and techniques		Verbal & Written Communication	Technical & Business Knowledge
Planning & Organizing	Time Management	Risk Analysis & Mitigation	Teamwork & Collaboration

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Three years relevant experience.
- Bachelor's Degree in relevant field **OR** ACCA Level 2 or equivalent.
- Working knowledge of international accounting and auditing standards (such as IFRS, IPSAS, ISA/ISSAI).
- 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.
- Unusual working hours.
- Performing duties while under pressure.
- Local travel from time to time.
- Performing multiple tasks at the same time.

AUTHORITY

- Recommends amendments to Audit Manual.
- Recommends leave.