

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

JOB TITLE: Senior Auditor
JOB GRADE: AUGD AGS 6
DEPARTMENT/UNIT: Performance Audit
REPORTS TO: Director of Audit AUGD/AGS 8
MANAGES: Audit Team

**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

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 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	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 AND DELIVERABLES:

OUTPUTS	DELIVERABLES
<i>Performance Audits</i> conducted	<ul style="list-style-type: none"> • Study Plan executed • Performance Audits executed • Entrance & Exit Meetings attended • Mid-point reviews prepared and presented • Working Papers prepared • Inputs made to annual reports • Stakeholders engaged • Progress of audits communicated • Routine & Special Reports prepared
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 adaptive to priority work programmes • Staff welfare supported

KEY RESPONSIBILITY AREAS

A. Management/Administration

1. Assists with the development of individual work plans for staff in the assigned section.
2. Prepares and submits routine performance and other reports, as required.

B. Technical/Professional

1. Contributes to the preparation of audit study plans.
2. Conducts **Performance Audits** to determine compliance of MDAs with established standards and guidelines, and the adequacy, efficiency and effectiveness of internal controls; to recommend corrective measures and actions where required.
3. Assesses MDAs' compliance with the provisions of relevant laws, regulations, policies and guidelines.
4. Prepares working papers, sections of draft reports and responds to audit queries.
5. Responds to queries of Directors and the Principal Auditor, as required.
6. Liaises with clients, participates in entrance and exit meetings and other audit meetings.
7. Contributes to mid-point reviews.
8. Shares information and provides technical support to audit team and supervisor, as required.
9. Prepare Minutes of meetings and conduct presentations to clients and team members.
10. Conducts verifications for the preparation of Public Accounts Committee (PAC) Briefing Reports (Prompts) for deliberations by the PAC.
11. Attends and provides technical support at PAC meetings, as required.

C. People Management

1. Provides leadership to audit team as required, through effective communication, coaching and other support.
2. Supports Director in the monitoring of annual work plan for team members in keeping with the PMAS guidelines.
3. Recommends training and monitors participation in capacity development programmes.
4. Promotes adherence to the policies, procedures and regulations of the Department.

C. Other Responsibilities

1. Serves on internal committees and external working groups as assigned by the Auditor General
2. Conducts special audits as required.
3. Performs other related duties that may be assigned.

PERFORMANCE STANDARDS

- Audit study plans are completed in accordance with established guidelines and timelines.
- Working papers are completed in accordance with established standards and agreed timelines.
- Mid-point reviews, queries and correspondence are prepared in accordance with established quality standards and agreed timelines.
- Contributions to draft reports are accurate and completed in accordance with established guidelines and timelines.
- Declarations of Independence and performance evaluation reports are completed in accordance with agreed standards and timelines.

REQUIRED COMPETENCIES

Leadership	Stakeholder Engagement	Planning & Organizing	Professional judgement and scepticism
Performance Auditing concepts and techniques		Verbal & Written Communication	Teamwork & Collaboration

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in social sciences, natural sciences, related discipline, or professional qualification.
- Competency in Microsoft 365 (Word, Excel, Power Point etc) and other applications would be an asset.
- Experience with Working Papers (TeamMate+) and data interrogation software would be an asset.
- A basic understanding of public administration and government operations would be an asset.
- Experience leading in audit engagements, preferably performance audits.

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 leave
- Recommends training and disciplinary action