

JOB SUMMARY

This position provides assistance in the conduct of Assurance audits of assigned Ministries, Departments, Agencies, Statutory and Public Bodies.

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,	Public Bodies Management & Accountability Act
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KEY OUTPUTS & DELIVERABLES

OUTPUTS	DELIVERABLES
Assurance audits conducted	<ul style="list-style-type: none">• Work Plan completed• Stakeholders engaged• Audits executed• Meetings attended & Minutes taken• Working Papers prepared and submitted• Review and coaching notes cleared• Monthly Progress Reports submitted• Draft audit Reports, and correspondence prepared• 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 audit objectives, data extraction point, required information and report formats for data analysis requests.
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. Drafts section of audit report , Working Papers and communication for submission to Team Lead

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 correspondence are completed in accordance with established standards and agreed timeframe.
- Minutes are complete, in accordance with the established standards and agreed timeline.

REQUIRED COMPETENCIES

Customer & Quality focus	Planning & Organizing	Results oriented & Compliance	Professional judgement and scepticism
Compliance	Initiative & Adaptability	Verbal & Written Communication	Teamwork & Collaboration

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in relevant field **OR** ACCA level 2
- Any equivalent combination of qualification and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

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

AUTHORITY

- Make recommendations based on findings.