



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

**JOB TITLE:** Auditor Assurance

**JOB GRADE:** AUGD/AGS 5

**POST NO:**

**DEPARTMENT/UNIT** Assurance

**REPORTS TO:** Senior Auditor AUGD/AGS 6

**MANAGES:** Assistant Auditor AUGD/AGS 4

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

\_\_\_\_\_  
**Employee** **Date**

\_\_\_\_\_  
**Head of Department** **Date**

\_\_\_\_\_  
**Received in Human Resource Division** **Date**

**Created/Revised:**

## **JOB SUMMARY**

This position is responsible for conducting Assurance *Audits* in assigned Ministries, Department, Agencies, Public & Statutory Bodies.

## **GUIDING PRICIPLES**

Confidentiality	Ethics	Accountability	Integrity	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"><li>• Work Plan completed.</li><li>• Stakeholders engaged.</li><li>• Audits executed.</li><li>• Meetings attended &amp; Minutes taken.</li><li>• Working Papers prepared and submitted.</li><li>• Review and coaching notes cleared.</li><li>• Monthly Progress Reports submitted.</li><li>• Draft audit Reports, and correspondence prepared</li><li>• Compliance with relevant ethical requirements.</li></ul>

## **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
- Two years relevant experience
- 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 travels required.
- Performing multiple tasks at the same time.

### **AUTHORITY**

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