

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

JOB TITLE: Auditor
JOB GRADE: AUGD/AGS 5
POST NO:
DEPARTMENT/UNIT: Special Audit
REPORTS TO: Senior Auditor AUGD AGS 6
MANAGES: Assistant Auditor AUGD AGS 4

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 **Special Audits** in assigned Ministries, Departments, Agencies, Public & Statutory Bodies in response to allegations (including whistleblower complaints) of malpractices, misappropriations, and Government of Jamaica policies and guidelines, regarding the use of public resources.

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 Financial Administration & Audit (Fiscal Responsibility Framework) (Amendment) Regulations, 2015	Public Bodies Management & Accountability Act, 2001
The Integrity Commission Act, 2017	The Protective Disclosures Act, 2011	The Corruption Prevention Act, 2001

KEY OUTPUTS AND DELIVERABLES:

OUTPUTS	DELIVERABLES
Special Audits conducted	<ul style="list-style-type: none"> • Audit plan executed • Special audits executed • Stakeholders engaged • Entrance & Exit Meetings attended • Mid-point reviews prepared and presented • Working papers prepared • Inputs made to annual reports • Progress reports of audits communicated • Routine & other 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 audit deliverables. • Staff adaptive to priority work programmes • Staff welfare supported

KEY RESPONSIBILITY AREAS

A. Technical/Professional

1. Conducts **Special Audits** in accordance with INTOSAI's special auditing standards, AuGD Special Audits Manual and established standards, to determine credibility of allegations and compliance with relevant laws, regulations and guidelines.
2. Conducts fieldwork, collecting control evidence and data and reviewing documents/ information gathered to ensure consistency with the audit objectives.
3. Ensures evidence is protected and adequately supports the findings, conclusions and recommendations of the investigation.
4. Prepares working papers and facilitate upload of working papers and other audit evidence to TeamMate+ in accordance with quality standards.
5. Liaises with clients, participates in entrance meetings and exit interviews and other audit meetings.
6. Contributes to audit mid-point reviews
7. Contributes to the drafting of special audit reports.
8. Responds to queries of Directors and the Principal Auditor, as required
9. Shares information and provides technical support to audit team and supervisor, as required.
10. Prepares Minutes of meetings and conduct presentations to clients and team members as required.
11. Attends and provides technical support at Public Accounts Committee meetings, as required.
12. Conducts verification of responses from auditee to facilitate the Auditor General's deliberations of the Public Accounts Committee (PAC).

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

Leadership	Stakeholder Engagement	Planning & Organizing	Professional judgement and scepticism
<i>Investigative and Forensic Auditing</i> concepts and techniques		Verbal & Written Communication	Teamwork & Collaboration
<i>Use of Technology</i>		Initiative & Flexibility	Critical Thinking & Analysis

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor’s degree in social or natural sciences, or related discipline or other relevant professional qualification.
- Two (2) years’ experience in conducting investigations or forensic auditing would be an asset.
- 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