



JOB TITLE: Senior Auditor, Quality Assurance

GRADE: AUGD/AGS 6

POST NO:

DEPARTMENT/UNIT: Quality Assurance

REPORTS TO: Director, Quality Assurance AUGD/AGS 7

MANAGES: N/A

**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

JOB SUMMARY

This position is responsible for providing support to the Quality Assurance function by ensuring that annual audits are conducted in accordance with applicable professional standards, internal policies and legislative requirements, at an acceptable level of audit risk and in keeping with the AuGD's mandate.

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, 2011 Financial Administration & Audit (Amendment) Act, 2016	Public Bodies Management & Accountability Act, 2001
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KEY OUTPUTS & DELIVERABLES

OUTPUTS	DELIVERABLES
Audits planned and processes reviewed	• Audit Plans created • Audit Team briefed ahead of audit exercise • Reviews audit processes and documents findings • Working Papers submitted and findings communicated • Draft Reports prepared on audit findings • Progress of audits monitored and communicated
Audit System Tested	• Audit systems tested to ensure desired level of performance • Issues identified, documented and analysed • Recommendations made

Quality Assurance M	Quality Assurance Manual reviewed and updated
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KEY RESPONSIBILITY AREAS

Technical/Professional

1. Develops and implements quality control audit plans and schedules.
2. Periodically tests and conducts reviews on the audit processes in accordance with quality assurance standards and methodologies.
3. Assists in the preparation of draft reports on findings and recommendations of quality reviews conducted for submission to the Director, Quality Assurance and to the Director, Quality Assurance.
4. Assists the Director, Quality Assurance in identifying and recommending training and development opportunities for audit staff in accordance with learning gaps and emerging trends and/or identified learning gaps.
5. Conducts research on professional and technical changes in accounting and auditing standards; and brings to the attention of the Director, Quality Assurance.
6. Periodically reviews the Quality Assurance Manual to ensure currency; assists in developing and conducting training where applicable in changes to audit practices.
7. Produces content and presentations for training and sensitization sessions.
8. Participates in audit exercises as instructed by the Director, Quality Assurance.

Other Responsibilities

- Performs other related duties that may be assigned.

PERFORMANCE STANDARDS

- Key deliverables are produced within agreed timeframes to required standards.
- Quality assurance tests are conducted as scheduled.
- Quality Assurance Procedures Manual maintained.
- Internal and external stakeholders updated.

REQUIRED CORE COMPETENCIES

Auditing concepts and techniques	Risk Analysis & Mitigation	Teamwork & Collaboration	Technical Report Writing
Planning & Organizing	Confidentiality	Continuous Learning	Oral & Written communication

MINIMUM REQUIRED QUALIFICATION, KNOWLEDGE AND EXPERIENCE

- Bachelor's Degree in Accounting, Finance, Business Administration, Management Studies with Accounting or related fields, from a recognized University, or
- ACCA Level 2
- At least three (3) years audit experience
- Experience in international accounting and auditing standards (such as IFRS, IPSAS, ISA/ISSAI etc.)

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical Office environment
- Occasional exposure to adverse working conditions
- Unusual working hours
- Performing duties while under pressure
- Local travels from time to time
- Performing multiple tasks at the same time
- Working with multiple teams

AUTHORITY

- Recommends amendments to Quality Assurance Manual.