



MINISTRY OF ENERGY AND MINING

Applications are invited from suitably qualified persons for the post of **Auditor (FMG/AS 2)** in the Ministry of Energy and Mining.

Auditor (FMG/AS 2)

The Auditor examines and analyzes accounting records to determine financial status of the Ministry; inspects items in books of original entry to determine if accepted accounting procedures were followed in recording transactions and prepares reports concerning operating procedures; determines whether relevant laws, regulations, policies and rules governing the Ministry and its Agencies are adhered to, and evaluates the adequacy, efficiency and effectiveness of management controls. Where necessary, the auditor recommends appropriate corrective measures to be taken.

KEY OUTPUTS

- Operational value for money and financial audits conducted
- Working papers prepared and submitted
- Audit reports produced and recommendations made
- Audit files secured

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities:

- Conducts reviews of assigned organizational and functional activities in accordance with the instructions given by the Senior Auditor and the prescribed audit programme;
- Conducts operational, financial, and value for money audits using established audit requirements;
- Analyses and appraises evidential data to determine the adequacy, efficiency and effectiveness of activities being reviewed and compliance with relevant laws and regulations;

- Participates in the development of new information systems to ensure that efficient and effective controls are incorporated;
- Conducts special assignments as directed by the senior auditor.
- Liaises with internal and external clients with regards to pre and post audit issues.
- Ensures that working papers are properly prepared and submitted for review.
- Consolidates audit findings and submit significant issues to Senior Auditor for review.
- Clears any queries on working papers prepared.
- Makes preliminary recommendations with respect to weaknesses or deficiencies noted.
- Assists with the preparation of draft reports.

PERFORMANCE STANDARDS

- Operational, value for money and financial audits conducted using prescribed standards.
- Quality working papers prepared using established formats and within agreed timeframe.
- Queries and working papers addressed in accordance to agreed standards.
- Preliminary recommendations and draft reports done to prescribed standards and within agreed timeframe;
- Confidentiality and integrity maintained.
- Adherence to Ministry's/Division's rules and regulations

REQUIRED COMPETENCIES

Core Competencies

- Oral communication
- Written communication
- Integrity
- Initiative
- Job knowledge
- Cooperation /Teamwork

Technical/Functional Competencies

- Analytical
- Objectivity
- Confidentiality
- Planning and organizing

- Thoroughness/Quality
- Problem solving
- Use of Technology

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- AAT Level 3 or;
- ACCA-CAT Level 3 or;
- ACCA Level 1 or;
- Diploma in Accounting from a recognised University e.g. UTECH or;
- A.Sc. – Accounting, MIND along with the completion of the revised Certificate Government Accounting Course or;
- Bachelor's degree in Accounting or Management Studies with accounting from a recognized University e.g. UTECH, UWI
- Two (2) years or more practical experience in accounting or auditing field

Salary range - \$983,347 – 1,168,890 per annum

Applications must be submitted no later than **August 31, 2010** to:

The Permanent Secretary
Ministry of Energy and Mining
36 Trafalgar Road
Kingston 5