



MINISTRY OF ENERGY AND MINING

Applications are invited from suitably qualified persons for the post of **Senior Auditor (FMG/AS 3)** in the Ministry of Energy and Mining.

Senior Auditor (FMG/AS 3)

The Senior Auditor plans, directs and coordinates the work of direct reports, examines and reports on the level of compliance with relevant laws, rules, regulations and policies governing the Ministry and its Agencies, assesses the adequacy, efficiency and effectiveness of internal controls in achieving desired objectives and where necessary recommends appropriate solutions or corrective measures to be taken.

KEY OUTPUTS

- Risk matrix prepared
- Individual Work plans prepared
- Audit Programmes developed
- Investigations conducted
- Entry and exit interviews done
- Working papers prepared and reviewed
- Reports produced
- Audit files secured
- Performance Evaluation Reports prepared

KEY RESPONSIBILITY AREAS

Supervisory/Administrative Responsibilities

- Participates in the development of the operational audit plan.
- Oversees the development of individual work plans
- Manages the performance of direct reports by ensuring each has an output focused job description.
- Liaises with Departmental and Agency Heads with regards to proposed audits.
- Represents the unit at meetings and seminars as directed.

Technical/ Professional Responsibilities

- Assists in conducting risk assessment
- Determines audit approach, i.e., plans the theory and scope of audits for direct reports
- Prepares audit programmes
- Develops and apply auditing procedures and techniques in conducting operational, financial and value for money audits
- Assesses the adequacy, efficiency, effectiveness and compliance with relevant laws, regulations and other stipulated guidelines in achieving desired objectives.
- Verifies the accuracy of financial and other records
- Performs special investigations as instructed and prepare interim or final report
- Prepares working papers for audits conducted
- Performs entry and exit interviews i.e., Discusses Audit areas and Findings with relevant Managers/Department Heads
- Consolidates overall audit findings

PERFORMANCE STANDARDS

- Risk assessment is conducted in accordance with auditing standards and organization policy.
- Entry and exit interviews done within agreed timeframes to required standards.
- Audit reports are comprehensive, accurate and submitted within established timeframe and to agreed standards.
- Audit results lead to business improvement.
- Performance evaluation reports prepared and submitted within agreed timeframe

REQUIRED COMPETENCIES

Core Competencies:

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

Technical/Functional Competencies:

- Analytical
- Objectivity
- Confidentiality
- Conceptual thinking
- Thoroughness
- Quality control
- Problem solving
- Use of Technology
- Planning and organizing

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- ACCA Level 2 or;
- Associate Degree in Accounting, MIND, along with the completion of the revised Certificate in Government Accounting Course or;
- Bachelor's degree in Accounting or Management Studies with Accounting from a recognised University e.g. UTECH, U.W.I.
- Four (4) years or more auditing experience in private or public sector at a supervisory level.

Salary Range - \$1,178,755 – 1,401,169 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