



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of:

SENIOR AUDITOR (FMG/AS 4) – VACANT INTERNAL AUDIT UNIT

SALARY SCALE: \$6,333,301.00– \$8,517,586 .00

JOB PURPOSE:

The incumbent is responsible for conducting internal protective and constructive audits of the controls, financial records, administrative procedures and operations of the Ministry of National Security and its Departments/Agencies in accordance with regulations guidelines established by the Government of Jamaica and the Institute of Internal Auditors.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Conduct/lead stakeholder meetings/interviews (entrance, exits, system documentations).
- Conduct/supervise risk assessments at the engagement level to identify, prioritize risk(s) and develop audit programmes to review the organization's functional activity and operations.
- Conducts sensitive audit assignments as directed by Chief Internal Auditor.
- Conduct/supervise audit reviews (*pre—audits, post audits and special assignments*) of assigned organizational and functional activities (financial, operational, performance, IT, compliance) in accordance with the provisions of Annual Audit Plan/Schedule, relevant laws, regulations, policies and rules standards, prescribed audit programmes.
- Examine and assess the adequacy, efficiency and effectiveness of the internal controls implemented and recommends solutions or corrective measures where applicable.
- Follow-up (as directed) responses to Audit Reports to ensure deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to.
- Provide guidance to direct reports regarding assignments and reviews their work (working papers) manual/TEAMMATE for sufficiency of scope and for accuracy.
- Review Draft Reports and queries submitted by direct reports.
- Consolidate overall audit findings/review Combined Draft Reports.
- Review Current and Permanent Files submitted by the Direct Reports.
- Conduct audit effectiveness survey to determine if the audit process was in compliance with stipulated standards.

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's degree in Accounts, Finance, Business Administration or Management from a recognized institution or equivalent; or
- Completion of ACCA level 2 or equivalent qualifications or;
- Associate Degree in Accounting MIND with Government Accounting Course plus three (3) years auditing experience
- Working knowledge of TeamMate Software and ACL (Data Analytics) would be an asset

SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:

- Excellent knowledge of auditing standards and procedures
- Excellent knowledge of the organization's policies and procedures
- Sound knowledge of the FAA Act and Financial Instructions and other pertinent regulations

- Excellent supervisory skills;
- Demonstrate ethical behaviour;
- Excellent analytical and problem-solving skills
- Good interpersonal and customer service skills
- Good presentation, oral and written communication skills
- Excellent planning and organizing skills
- Demonstrate ability to lead, coordinate and work in team
- Demonstrate ability to manage partners and external relationships
- Working knowledge of relevant computer application/technology

SPECIAL CONDITIONS OF THE JOB:

- Typical working condition.
- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel locally to external sites in the performance of official duties;
- May be required to work under adverse condition from time to time.

Interested persons should forward their applications and résumés **NO LATER THAN, NOVEMBER 29, 2024** to the:

Director, Human Resource Management & Administration
Human Resource Management & Administration Branch
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Senior Auditor (FMG/AS 4)

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted