



## Ministry of National Security

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### CAREER OPPORTUNITY

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

#### **AUDITOR (FMG/AS 2) – TEMPORARY INTERNAL AUDIT UNIT**

**SALARY SCALE: \$3,770,761.00– \$5,071,254.00 PER ANNUM**

#### **JOB PURPOSE:**

The incumbent is responsible for providing technical support to the Team Leader in the execution of financial, compliance and operational audits in compliance with government and international standards.

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

#### **KEY RESPONSIBILITIES:**

- Participate in stakeholder meetings/interviews (entrance, exits, system documentation).
- Conducts risk assessments at the engagement level to identify and prioritize risk(s) and develops audit programmes to review the organization's functional activity and operations.
- Conduct 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 relevant laws, regulations, policies and rules standards, prescribed audit programmes.
- Obtains, analyses and appraises evidential data as a basis for an informed opinion.
- Examines and assesses the adequacy, efficiency and effectiveness of the internal controls implemented and recommends solutions or corrective measures where applicable.
- Clear any queries on the working papers prepared.
- Prepare Draft Reports and submit for review.
- Follow-up (as directed) responses to Audit Reports to ensure deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to.
- Assists and give guidance to Assistant Auditors.
- Consolidates audit findings and submits significant issues to the team leader.
- Assists team leader in providing follow-up responses and clear queries.
- Report on risk management issues and internal controls.

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics or equivalent.
- ACCA Fundamentals or equivalent and no experience.
- Associate degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus at least two (2) years auditing or accounting experience.

#### **SPECIFIC KNOWLEDGE, SKILLS & ABILITIES:**

- Sound knowledge of the principles, procedures and practices of accounting
- Sound knowledge of current auditing principles and techniques.
- Good knowledge of the Financial Administration and Audit (FAA) Act; and other pertinent statutes, regulations
- Working knowledge of the laws and regulations that guides the organization.
- Working knowledge of GOJ Pension Administration
- Working knowledge of GOJ Leave Administration
- Evidence of use of Microsoft Office Suite
- Excellent report writing skills.
- Knowledge and use of Teammate Software would be an asset.

Interested persons should forward their applications and résumés **NO LATER THAN Thursday, January 30, 2025** to the:

Director, Human Resource Management & Administration  
Human Resource Management & Administration Branch  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Auditor (FMG/AS 2)**

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