



## MINISTRY OF FINANCE & PLANNING VACANCY NOTICE

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitable qualified officers in their Ministries/Departments/Agencies from to fill the following vacant posts in the **Internal Audit Division, Ministry of Finance and the Public Service (MOF&PS)**:

1. **Audit Manager/Team Lead (FMG/AS 4)- Vacant**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Senior Auditor (FMG/AS 3)- Vacant**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.
3. **Auditor (FMG/AS 2) (3 posts- Vacant)**, salary range \$2,104,355 – \$2,501,416 per annum and any allowance(s) attached to the post.

### 1. **Audit Manager/Team Lead (FMG/AS 4)**

#### **Job Purpose**

The Audit Manager / Team Leader of the Ministry of Finance & the Public Service (MOFPS), ensures the economical, effective and efficient use of resources, through the examination of compliance with established policies, procedures, standards, laws and all regulatory requirements such as the Financial Administration & Audit (F.A.A.) Act, the Public Bodies Management Accountability Act, as well as the Government of Jamaica (GOJ) Procurement Guidelines.

The incumbent supports the Audit Manager/Specialist (CIA) by preparing the Annual Audit Plans, recommends budget, time requirements and ensures that team members allocate the appropriate resources for testing and reviewing. He or she manages a portfolio of Internal Audit Projects, conducts Risk-based Audit Engagement Planning and prepares Audit Reports while leading Audit Teams during field work. In addition, the Audit Manager ensures the effectiveness of internal controls and the accuracy of financial records in the MOFPS, as well as its Departments and Agencies.

He/ she applies risk and control concepts to scenarios encountered, which identifies any potential issues to be addressed in a timely and effective manner. The incumbent undertakes special audits and presents appropriate reports based on findings. Additionally, he or she takes charge of general compliance to audit recommendations and their subsequent implementation.

The incumbent supports the Audit Manager/Specialist by exemplifying the vision of

the Division so that team members deliver according to its value system. He/she is seen as a role model for team members and encourages them to keep abreast of the various requirements of the GOJ with regard to continuous learning and development within the profession. By so doing, they will be appropriately trained and able to deliver the essentials of assigned audits, applying ethical business practices, due diligence and commitment with high levels of accountability, responsibility, as well as productivity.

The Audit Manager seeks to achieve the above by being supportive of the output of team members, advocating for continuous learning, development and succession planning as well as teamwork, while in the conduct of audit operations.

### **Key Responsibilities**

1. Manage and guide direct reports towards achieving the strategic objectives of the Audit Division of the MOFPS and supporting the Ministry's vision of becoming a Centre of Excellence.
2. Monitor assigned audits according to acceptable International Audit standards and practices, the GOJ's requirements, as well as agreed and measurable targets.
3. Review adherence to audit procedures and agree performance targets.
4. Convene team meetings to assess accomplishments, discuss upcoming audits and job scheduling as well as issues and concerns which could impact and or prevent the team from delivering according to agreed timelines.
5. Maintain cordial and professional relationships with external and internal stakeholders and clients.

### **Technical/Professional Responsibilities** **In The Role of an Audit Specialist**

1. Support the Audit Manager/Specialist in conducting strategic and risk based planning for the MOFPS, its Departments and Agencies, The Auditor General's Department, King's House and the Houses of Parliament.
2. Apply knowledge of the principles, procedures and practices of accounting, financial records/record keeping and audit practices to the audit process.
3. Assign financial statements to be appropriately checked prior to being sent to the Accountant General's Department.
4. Recommend the appropriate use of techniques as well as tests and sampling methods in the conduct of audits; ensure that team members conform to Internal Audit Standards, Accounting Standards and Financial Regulations.
5. Manage client interface with team members.

6. Support and maintain an approved quality assurance and improvement programme covering all aspects of Internal Audit.
7. Provide support to Internal Audit Divisions in the Departments and Agencies of the MOFPS in conducting quality self-assessments as well as compliance monitoring and risk management activities, as required.
8. Manage the preparation and content of audit reports by drawing conclusions and making recommendations based on analysis of evidence gathered.
9. Participate in the development and implementation of annual Audit Plan and Work Plan being guided by the MOFPS's policies, regulatory requirements and guidelines.
10. Recommend changes to the Divisions standard operating procedures and methodologies in order to ensure consistency and the ability to support the goals, objectives and targets of the GOJ.
11. Visit MDAs being audited to ensure compliance with audit procedures, resolve challenges and maintain good client relations.
12. Report on deviations and or departure from the approved internal control systems as well as any perceived risks and recommend changes which will safeguard compliance and effectiveness.
13. Manage the output of assigned audit team engaged in financial and non-financial audits within the sphere of their assigned responsibilities.
14. Assess the audit findings in order to identify any possible weaknesses, risk exposure and or violations of rules and regulations.
15. Provide input in developing and implementing financial and/or non-financial systems and controls whether automated or manual.
16. Manage the Audit progress and review compliance with Audit procedures and quality assurance which must be aligned to that of the Internal Audit Directorate.
17. Provide guidelines and instructions to team members and tailor instructions to each programme and/or functional area.
18. Review working papers to provide assurance that their preparation conform to Internal Audit policies, processes and standards.
19. Conduct site visit to assess the conformance in the implementation of approved changes, recommendations and systems.
20. Conduct and or supervise special audits which are assigned by the Audit Manager/Specialist.

21. Perform any other related duties which may be assigned from time to time by the Audit Manager/Specialist and or the Chief Internal Auditor.

### **Departmental Human Resource Responsibilities**

1. Provide leadership to team members by emulating the vision and motivating them towards achieving the Internal Audit Division's goals.
2. Demonstrate and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the output of the Audit Team.
3. Manage the welfare and development of team members through the timely preparation of and provide feedback on performance appraisals as well as recommendations for training and development programmes.
4. Recommend job rotation among team members so that their experiences can be enriched and become a motivating factor for learning.
5. Provide guidance to team members through coaching, mentoring and training. Provide assistance and support as and when needed while ensuring that they adhere to policies, procedures and regulations of the Division and the MOFPS as a whole.
6. Ensure that proper working conditions exist for team members.
7. Ensure that all team members are aware of and adhere to the policies, procedures and regulations of the Internal Audit Division and the MOFPS as a whole.

### **Customer Service Responsibilities**

1. Support the Audit Manager/Specialist, by ensuring that team members adhere to established customer service principles, standards and measurements.
2. Ensure that team members' responsibilities with respect to customer service, are respected, upheld and reported.
3. Monitor and report on the adequacy and effectiveness of team members' performance in relation to customer service responsibilities.
4. Implement the use of customer evaluations as part of the standard audit process.
5. Contribute to the quarterly and /or annual Customer Service reports as required.

### **Other Responsibilities**

1. Provide professional and technical advice as and when required.
2. Represent the Audit Manager/Specialist as instructed.

## **Required Knowledge, Skills and Competencies**

1. Sound management, leadership and team building skills.
2. Possess high ethical conduct, confirmed integrity and is open to change.
3. Competent in the use of ICT solution with knowledge of relevant auditing software applications.
4. Thinks critically with highly developed analytical skills and demonstrated abilities to identify risk as well as determine materiality and levels of impact.
5. An excellent knowledge of the MOFPS overall strategic plan and its responsibilities with respect to achieving its audit targets for the MOFPS, its Departments and Agencies.
6. Willing to work co-operatively and collaboratively with all stakeholders.
7. Excellent knowledge and understanding of the GOJ public procurement policies, procedures and guidelines.
8. Project Management skills: able to manage multifaceted projects resulting in measurable success.
9. Excellent presentation, oral and written communication skills, with report writing.
10. Excellent investigative and problem solving skills with the tenacity to do so.
11. Developed capabilities to gather, analyze and evaluate facts in order to prepare and present concise oral and written reports.
12. Adaptable and able to promote organizational change.

## **SPECIAL CONDITIONS OF THE JOB**

- This is a typical office environment, with no adverse working conditions however, intra -island travelling is an integral part of this position.
- There can be stress especially when meeting deadlines.
- Extended working hours are expected.

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Finance or Accounting or Business Administration or equivalent;
- Professional designation such as Certified Internal Auditor (CIA);
- Certified Government Auditing Professional;
- Five (5) years of overall Auditing experience with three (3) at a Senior Level;
- I. T. Auditing Certificate and Certified Fraud Examiner qualification is considered desirable.

### **2. Senior Auditor (FMG/AS 3)**

#### **Job Purpose**

The Senior Auditor / Audit Supervisor of the Ministry of Finance & the Public Service (MOFPS), is responsible for ensuring the economical, effective and efficient use of resources, through the examination of compliance with established policies, procedures, standards, laws and all regulatory requirements such as the Financial Administration & Audit (F.A.A.) Act, the Public Bodies Management Accountability Act as well as The Government of Jamaica (GOJ) Procurement Guidelines.

The Senior Auditor supports the Audit Manager and the Audit Manager/Specialist to create appropriate work plans, execute the audits as planned and drafts the audit

report for review. He/ she participate in exit interviews and general audit closure activities.

The incumbent applies risk and control concepts to scenarios encountered and identifies any potential issues which are shared with Senior Management to ensure that any potential concerns are addressed in a timely and effective manner. He/ she conduct reviews across the audit universe, identify any key risk areas, reports on findings and makes recommendations to management.

The Senior Auditor ensures high quality provision of assurance on the systems of internal control and on the efficiency and effectiveness of its resources.

### **Key Responsibilities**

#### **Management/Administrative Responsibilities**

1. Contribute to the preparation of Internal Audit's operational plan and budget.
2. Function as Audit Engagement Supervisor and Team Leader for assigned Audit projects.
3. Ensure that the output of assigned Audits is in line with acceptable Audit standards, practices and GOJ requirements.

#### **Technical/Professional Responsibilities**

##### **Supervise Transaction Records & Documents to Determine Compliance**

1. Prepare Risk-based Audit Work Programmes and Audit Reports.
2. Apply knowledge of the principles, procedures and practices of accounting, financial records/record keeping and audit practices to the audit process.
3. Evaluate whether the systems of internal control are in conformance with stipulated guidelines and regulations.
4. Ensure compliance with the FAA Act (Instructions), Audit Standards and Departmental Rules and Regulations.
5. Develop Audit programmes and testing procedures relevant to risk and test objectives in the execution Audit Engagement Field work.
6. Audits conducted according to approved work plans, requirements of quality assurance and schedules
7. Ensure adherence to all applicable Divisional and professional standards.
8. Supervise the checking of financial statements.
9. Prepare guidelines and instructions for effective application by Audit Team members.
10. Communicate assigned tasks to Auditors in a manner that is clear and concise ensuring high quality, accurate and efficient results.

11. Lead audit team in the field on engagements, providing guidance and overall review of deliverables.
12. Identify and communicate issues raised, offer recommended solutions relevant to business and risk.
13. Ensure that Audit conclusions are evidenced-based and a complete understanding of the process, circumstances and risk.
14. Maintain effective working relations with internal and external stakeholders and clients ensuring that service delivery is consistently at a high standard.
15. Prepare working papers and draft audit reports for review by the Audit Manager/Team Leader.
16. Prepare and present reports on any deviations and or departure from the approved system; and recommend changes to realize a more effective internal control system.
17. Attend related meetings to present audit findings and results as required.
18. Prepare internal reports for the Audit Manager and the Audit Manager/Specialist as required.
19. Perform any other related duties which may be assigned from time to time by the Audit Manager/Team Leader or the Audit Manager/Specialist.

#### **Departmental Human Resource Responsibilities**

1. Provide guidance to team members through coaching, mentoring and providing assistance and support as required.

#### **Customer Service Responsibilities**

1. Support audit team members in adhering to established customer service principles, standards and measurements.
2. Support team members in respecting customer service responsibilities.
3. Report on the adequacy and effectiveness of team members' performance in relation to customer service responsibilities.
4. Contribute to the quarterly and /or annual Customer Service reports as required.

#### **Other Responsibilities**

1. Represent the Audit Manager at client meetings as requested.

#### **Required Knowledge, Skills and Competencies**

- Knowledge of accounting principles and practice, auditing principles and techniques and public administration.
- Proficient knowledge of the Public Finance Legal Framework.
- Knowledge of the Financial Administration & Audit (FAA) Act, relevant laws

and regulations.

- Good knowledge of GOJ ICT systems.
- Good knowledge of relevant laws, staff orders, policies and procedures and other instructions specific to the MOFPS, its Departments and Agencies.
- A good knowledge of Audit and Accounting Methodologies such as: Sampling Techniques, VFM/Operational Audit, Application of Computer Assisted Audit Techniques (CAAT) and Audit Command Language (ACL).
- Competent in the use of ICT solutions with knowledge of relevant auditing software applications.
- Critical thinker, results driven and open to change.
- Excellent presentation, oral and written communication skills, with report writing.
- Plans, investigates and utilizes problem solving skills with the tenacity to do so.
- Exercises initiative with developed capabilities to gather, analyze and evaluate facts in order to prepare and present concise oral and written reports.
- Developed analytical skills with demonstrated abilities to identify risk as well as determine materiality and levels of impact.
- High ethical conduct and confirmed integrity, competence to lead, motivate and manage people.

### **SPECIAL CONDITIONS OF THE JOB**

- This is a typical office environment, with no adverse working conditions however, intra -island travelling is an integral part of this position.
- There can be stressful periods especially when meeting deadlines and responding to unplanned developments.
- Extended working hours are expected.

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Finance/Accounting/Business Administration or equivalent;
- Professional designation such as Certified Internal Auditor (CIA);
- Certified Government Auditing Professional;
- Three (3) years of overall Auditing experience;
- I. T. Auditing Certificate and Certified Fraud Examiner qualification is considered desirable.

## **3. Auditor (FMG/AS 3)**

### **Job Purpose**

The Internal Auditor is responsible for conducting assigned audits within the Ministry of Finance and the Public Service (MOFPS), as well as its Agencies and Departments. The incumbent reviews financial records and complies with all regulatory requirements such as the Financial Administration & Audit (F.A.A.) Act, the Public Bodies Management Accountability Act as well as The Government of Jamaica (GOJ) Procurement Guidelines.



He/ she conduct reviews across the audit universe, identifies any key risk areas, reports on findings and makes recommendations to management. The incumbent ensures high quality provision of assurance on the systems of internal control and on the efficiency and effectiveness of its resources.

### **Key Responsibilities**

#### **Management/Administrative Responsibilities**

1. **Contribute to the preparation of Internal Audit's operational plan and budget.**

#### **Technical/Professional Responsibilities**

1. Attend entrance and exit conferences with the Audit Manager and or Audit Supervisor to discuss the audit and or findings.
2. Conduct operational audits, financial audits, technological audits and any special assignments in order to assess the adequacy, efficiency and effectiveness in achieving desired objectives and compliance with the relevant laws and regulations. This includes but is not limited to:
  - Following the relevant audit procedural programme; and
  - Applying internal audit procedures and techniques.
3. Obtain, analyze and appraise evidential data as a basis for an informed, objective opinion on the performance of the activities being reviewed.
4. Ascertain and evaluate operational processes and systems of internal control.
5. Ensure that output of assigned Audits is in line with acceptable Audit Standards and Practices as well as GOJ requirements
6. Ensure that working papers are appropriately prepared, compiled and submitted for reviews..
7. Compare, analyze and interpret facts and figures promptly. Correspond orally and in writing with respect to the results of audits, according to established procedures.
8. Consolidate overall audit findings and prepare working papers highlighting deficiencies, causes, implications and make recommendations.
9. Check assigned financial statements according to defined procedures.
10. Attend related meetings to present audit findings and results as instructed and prepare relevant reports for the Audit Manager.

#### **Customer Service Responsibilities**

1. Adhere to established customer service principles, standards and measurements.
2. Contribute to the quarterly and /or annual Customer Service reports as requested.

#### **Other Responsibilities**

1. Perform any other related duties which may be assigned from time to time by the Audit Manager and or Audit Supervisor.

### **Required Knowledge, Skills and Competencies**

- Knowledge of accounting principles and practice, auditing principles and techniques and public administration.
- Proficient knowledge of the Public Finance Legal Framework.
- Knowledge of the Financial Administration & Audit (FAA) Act, relevant laws and regulations.

- Good knowledge of GOJ ICT systems.
- Good knowledge of relevant laws, staff orders, policies and procedures and other instructions specific to the MOFPS, its Departments and Agencies.
- A good knowledge of Audit and Accounting Methodologies such as: Sampling Techniques, VFM/Operational Audit, Application of Computer Assisted Audit Techniques (CAAT) and Audit Command Language (ACL).
- Competent in the use of ICT solutions with knowledge of relevant auditing software applications.
- Critical thinker, results driven and open to change.
- Excellent presentation, oral and written communication skills, with report writing.
- Plans, investigates and utilizes problem solving skills with the tenacity to do so.
- Exercises initiative with developed capabilities to gather, analyze and evaluate facts in order to prepare and present concise oral and written reports.
- Developed analytical skills with demonstrated abilities to identify risk as well as determine materiality and levels of impact.
- High ethical conduct and confirmed integrity, competence to lead, motivate and manage people.

#### **SPECIAL CONDITIONS OF THE JOB**

- This is a typical office environment, with no adverse working conditions however, intra -island travelling is an integral part of this position.
- There can be stressful periods especially when meeting deadlines and responding to unplanned developments.
- Extended working hours are expected.

#### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Finance/Accounting/Business Administration or its equivalent;
- Two (2) years of experience within the field.

***Suitably qualified persons are invited to forward a cover letter and résumé no later than***

***Monday, February 21, 2022 to:***

*Senior Director, Human Resource Management & Development  
Human Resource Management & Development Branch  
Ministry of Finance & the Public Service  
30 National Heroes Circle  
Kingston 4  
[hrapplications@mof.gov.jm](mailto:hrapapplications@mof.gov.jm)*

***Please identify the job title of interest as the Subject***

*Detailed information about the positions can be accessed on the Ministry's website  
[www.mof.gov.jm](http://www.mof.gov.jm):*

***We thank all applicants for the interest expressed; however, only shortlisted candidates will be contacted.***