



SOUTHEAST REGIONAL HEALTH AUTHORITY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Senior Internal Auditor

JOB GRADE: FMG/AS 3

DEPARTMENT: Internal Audit Unit

REPORTS TO: Audit Manager

MANAGES: N/A

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in the Human Resource Division
created/revised

Date

JOB PURPOSE

Under the direct supervision of the Audit Manager, the incumbent is responsible for leading the audit team in assessing transactions, records and documents both financial and operational to determine compliance with the provisions of relevant laws, regulations, policies and rules in an assigned region.

KEY OUTPUTS

- Operational and financial Audit conducted;
- Internal Controls Examined and Assessed for efficiency and effectiveness;
- Direct reports effectively supervised;
- Reports submitted within agreed time frame;
- Ensured Compliance to the relevant policies and procedures.;
- Effective Audit programmes developed.

KEY RESPONSIBILITY AREAS

1. Conducts operational and financial audit of organization to determine compliance with the provisions of relevant laws, regulations, policies and rules;
2. Examines and assesses the adequacy, efficiency and effectiveness of the internal controls implemented and recommend solutions or corrective measures where applicable;
3. Follows-up as directed responses to audit reports to ensure deficiencies are corrected, improved procedures are implemented and internal controls are being adhered to;
4. Reviews working papers, draft reports and queries submitted by direct report;
5. Consolidates overall audit findings and prepare final reports;
6. Ensures compliance with the relevant policies and procedures;
7. Participating in Audit Exit interviews;
8. Assist in guiding and providing on-the-job training for direct report;
9. Assist in developing the audit programmes;
10. Manages the welfare and development of Junior and Assistant Auditors through coaching, mentoring, performance appraisals and training;
11. Provides leadership to staff through effective setting, delegation and communication of duties and responsibilities;
12. Participates in the recruitment of staff for the department;
13. Ensures that staff is aware of and adhere to policies, procedures and regulations of the Region;
14. Performs and other related duties as directed by the Board of Directors.

PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Targets of the Unit have been attained and efficiency is maintained;
- Appropriate recommendations relating to operational efficiencies are made;
- Audit Reports are prepared on a timely basis;
- Effective supervision is given to the Assistant Internal Auditors;
- Confidentiality and integrity are maintained.

REQUIRED COMPETENCIES

Core

- Good oral and written communication skills;
- Ability to work on own initiative;
- Integrity;
- Good interpersonal relations;
- Team work and cooperation;
- People Management skills;
- Customer and Quality Focus;
- Time management skills.

Technical

- Knowledge of the organization's mandate and objectives;
- Sound knowledge of the FAA Act;
- Sound knowledge of Staff Order and Public Service Regulations;
- Sound knowledge of Government's Accounting policies and procedures.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Pressured working conditions with numerous critical deadlines.
- Required to work beyond normal working hours whenever the need arises.

FUNCTIONAL RELATIONSHIPS:

Incumbent Reports to the Audit Manager **LIAISES WITH:**

Internally: All Internal Directors
CEOs - Hospitals

Parish Managers
Primary Care Personnel
Staff Members

Externally: As authorize

AUTHORITY

- Access the Region's accounting, inventory and other records;
- Access personnel files;
- Recommend effective control systems for implementation;
- Report audit findings directly to the Audit Manager.
- Exposure to confidential information
- Sudden critical assignment

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Completion of A.C.C.A. Level 2 or
- Bachelor's degree in Accounting or Management Studies with Accounting, Economics with Accounting from a recognised University e.g. UTECH, UWI
- Knowledge of Accounting Standards:
- Professional Audit Training as well as Supervisory Management would be an asset;
- Over two (2) years' experience in audit/specialized area.