

Auditor (FMG/AS 2)

Job Purpose

Under the general supervision of the Senior Auditor, the Auditor is responsible for conducting compliance, operation and financial audit assignments in the South East Regional Health Authority (SERHA) to determine compliance with the Provision of Laws, regulations, policies and guidelines and to evaluate the efficiency, economy and operational effectiveness of management and financial controls and established systems and where necessary recommend appropriate measures to be taken.

Key Responsibilities

- Assists with Audit planning by collecting/analysing information
- Conducts Entrance/Exit Interviews
- Conducts assigned Audit activities in accordance with the instructions given by the Senior Auditor or Audit Manager and the prescribed Audit Programme
- Verifies the adequacy and accuracy of financial records; examines and appraises financial and accounting practices, systems and procedures
- Prepares working papers highlighting audit findings and conclusions and submits for review
- Clears any supervisory queries on the working papers submitted
- Drafts Audit Reports highlighting deficiencies, criteria cause and implications and makes recommendations
- Prepares and organise working paper files (current/permanent)
- Provides technical guidance to the Junior Auditors on the Team or on the same assignment
- Performs any other related duties as assigned from time to time

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Good analytical skills
- Good interpersonal and customer service skills
- Excellent planning and organising skills
- Ability to work on own initiative as a member of a team
- Meticulous attention to details

Technical

- Sound Knowledge of the FAA Act, Government of Jamaica Laws, Regulations and other instructions
- Knowledge of current Accounting/Auditing standards, principles and techniques
- Ability to analyse data using Microsoft Excel and computer assisted Audited techniques (CAATS) and value for money/operational Audits
- Proficiency in Microsoft Office Suits

Minimum Required Qualification and Experience

- First Degree in Accounts, Finance, Business Administration, Management or Economics
- ACCA Fundamentals; or equivalent and no experience or
- Associate Degree, ATT Diploma, ACCA-CAT Level 3 or equivalent qualification or
- At least two (2) years' experience in auditing/accounting

Special Conditions Associated with the Job

- May be required to work beyond normal working hours
- Required to travel island wide to perform audits
- May have to work in less than adequate physical conditions
- May be exposed to personal security risks