



Memorandum

To: All Members of Staff
From: Donna-Marie Madourie - Brown (Mrs.) *Madourie*
Director, Human Resource Management & Development
Date: April 10, 2024
Subject: **INTERNAL AND EXTERNAL CAREER OPPORTUNITY – INTERNAL AUDIT UNIT**

Applications are invited from suitably qualified candidates to fill the following positions within the **INTERNAL AUDIT UNIT**, at the National Land Agency.

SENIOR AUDITOR

This position reports to the Chief Audit Executive.

Job Purpose

- Under the general direction and management of the Chief Audit Executive (CAE), the Senior Auditor plans, directs and manages the audit engagement executed by audit teams and conducts audits in accordance with the provision of the FAA Act and other laws, regulations and guidelines established by the GOJ and internal audit standards.

Key Responsibilities:

Technical/Professional Responsibilities

- Prepares risk-based audit work programmes and audit reports for assignments with intermediate to advanced complexities;
- Applies knowledge of the principles, procedures and practices of accounting, financial records/record keeping and general audit practices to the audit process;
- Evaluates whether the systems of internal control are in conformance with stipulated guidelines and regulations;
- Ensures audits are conducted in compliance with the FAA Act (Instructions), Audit Standards, Departmental Rules, Regulations and Policies;
- Develops Audit programmes and testing procedures relevant to risk and test objectives in the execution audit engagement fieldwork;
- Lead Audit Teams according to approved work plans, requirements of quality assurance and schedules;
- Conducts complex audits as directed by the CAE;
- Conducts/supports information technology (IT) audit projects in accordance with approved work plans;
- Ensures adherence to all applicable Divisional and professional standards;
- Checks and supervises assigned financial statements according to defined procedures;
- Supervises and verifies pre-audit functions and activities involving the assessment of leave, resignations, gratuity payments in accordance with the FAA Act and Instructions and other regulations;
- Communicate assigned tasks to team members in a manner that is clear and concise ensuring high quality, accurate and efficient results;
- Leads Audit Team in the field on engagements, providing guidance and overall review of deliverables;
- Identifies and communicates issues raised, offer recommended solutions relevant to business and risk;
- Ensures that Audit conclusions are evidenced-based and a complete understanding of the process, circumstances and risk;

- Maintains effective working relations with internal and external stakeholders ensuring that service delivery is consistently at a high standard;
- Prepares working papers and draft audit reports for review by the CAE;
- Prepares and presents reports on any deviations and or departure from the approved system and recommend changes to realize a more effective internal control system;
- Secures and maintains confidentiality of audit working papers and related documentation;
- Attend related meetings to present audit findings and results as required;
- Prepares internal reports for the CAE and audit clients as required;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness;
- Appraises the adequacy of the corrective action taken to improve deficiencies identified in the systems and processes.

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the Unit;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements;
- Assist with training design for members of the team/unit.

Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and organization's goals;
- Assists with the preparation and conducts presentations on role of the Unit for the Orientation and Onboarding Program.
- Provides leadership to team members through examples and sharing of knowledge and skills.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

Required Skills/ Competencies

The incumbent should demonstrate:

- Interpersonal skill
- Presentation skill
- Teamwork and cooperation
- Compliance
- Adaptability
- Oral communication skills
- Initiative
- Time Management
- Written communication skills
- Integrity
- Customer and Quality Focus

Technical:

- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications;
- Good knowledge of Audit Principles and Techniques, ICT Auditing;
- Good knowledge of the Government of Jamaica's Accounting and Audit standards.
- Good knowledge of Accounting Principles and Practices;
- Knowledge of GOJ ICT systems;
- Knowledge of the Public Finance Legal Framework and Public Finance Management Reforms;
- Good understanding of the public expenditure policy environment and the goals;

- Good knowledge of policy monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Qualifications and Experience:

- Undergraduate degree in Accounting or Management Studies with Auditing as a major course from a recognized institution or ACCA Level 2
- Certificate in Supervisory Management.
- Five (5) years auditing and accounting experience, three (3) of which should be at a supervisory level.
- Successful completion of Government Accounting would be an asset.

Remuneration Package: - Salary Range: \$ 4,266,270.00 - \$ 5,737,659.00 p.a.

AUDITOR

This position reports to the Chief Audit Executive.

Job Purpose

- Under the direction of the Senior Auditor, the Auditor examines transaction, records and documents both financial and operational to determine compliance with the provisions of relevant laws, regulations, policies and rules; reports on internal controls and where necessary, recommends appropriate measures to be taken.

Key Responsibilities:

Technical/Professional Responsibilities

- Prepares risk-based audit work programs and audit reports for assignments with moderate to intermediate complexities;
- Conducts 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 program; and
 - Applying internal audit procedures and techniques.
- Obtains, analyzes and appraises evidential data as a basis for an informed, objective opinion on the performance of the activities being reviewed;
- Ascertain and evaluates operational processes and systems of internal control;
- Ensures that output of assigned Audits is in line with acceptable Audit Standards and Practices as well as GOJ requirements;
- Ensures that working papers are appropriately prepared, compiled and submitted for reviews;
- Compares, analyzes and interprets facts and figures promptly;
- Corresponds orally and in writing with respect to the results of audits to the Senior Auditor/CAE or according to established procedures;
- Consolidates overall audit findings and prepare working papers highlighting deficiencies, causes, implications and make recommendations;

- Checks assigned financial statements according to defined procedures;
- Conducts pre-audit functions and activities involving the assessment of leave, resignations, gratuity payments in accordance with the FAA Act and Instructions;
- Secures and maintains confidentiality of audit working papers and related documentation;
- Attends related meetings to present audit findings and results as instructed and prepare relevant reports for the Senior Auditor/CAE;
- Conducts special audits and special assignments as directed;
- Keeps abreast of emerging audit principles, procedures and practices/guidelines to ensure adherence to international standards and competitiveness.

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the Unit;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and program documents as required;
- Maintains customer service principles, standards and measurements.

Human Resource Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and organization's goals;
- Keep abreast of trends and changes in the discipline.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

Required Skills/ Competencies

The incumbent should be able to demonstrate:

Core

- Interpersonal skill
- Teamwork and cooperation
- Compliance
- Adaptability
- Oral communication skills
- Initiative
- Time Management
- Written communication skills
- Integrity
- Customer and Quality Focus

Technical

- Strong analytical and problem-solving skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Proficiency in the use of relevant computer applications;
- Good knowledge of Audit Principles and Techniques, ICT Auditing;
- Good knowledge of auditing, accounting and public administration;
- Good knowledge of Accounting Principles and Practices;
- Knowledge of the Public Finance Legal Framework and Public Finance Management Reforms;
- Good understanding of the public expenditure policy environment and the goals;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Agency;
- Familiarity with procedures, policies and legislation governing the machinery of Government;

- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects;
- Integrity, confidentiality and good ethical standards.

Minimum Required Qualifications and Experience:

- Undergraduate degree in Management or Accounting (with auditing as a major course) from a recognized institution or ACCA Level 2
- At least two (2) years' working experience in auditing and accounting

Remuneration Package: - Salary Range: \$ 3,501,526.00 - \$ 4,709,163.00 p.a.

A letter of Application accompanied by a Résumé should be submitted no later than **April 24, 2024** to jobapplications@nla.gov.jm for the attention of:

**The Director, Human Resource Management & Development
National Land Agency
35 Hope Road
Kingston 10**

[We appreciate all responses but only short-listed applicants will be contacted.](#)