

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Audit Assistant

Job Summary

The incumbent, under the general supervision of the Chief Audit Executive and Senior Auditor, is responsible for providing the requisite auditing support services to the Internal Audit Unit. The incumbent is responsible for examining transactions and documents to determine compliance with the relevant established laws and regulations, and the policies and procedures of the Commission. The incumbent is also responsible for contributing to the Commission's mission, vision, and mandates, as established under the Integrity Commission Act.

Major Responsibilities

1. Provides auditing support services to the Internal Audit Department.
2. In collaboration with the Senior Auditor, constantly reviews and evaluates the internal and accounting policies and procedures to ensure compliance.
3. Constructs risk matrices and applies to the internal audit procedures and techniques.
4. Assists in the Preparation of Audit Plans.
5. Assists with collecting, preparing and reviewing all necessary audit working papers and documentation, including researching and documenting facts and findings.
6. Obtains and performs analytical review of evidential data, as a basis for an informed opinion.
7. Prepares financial reports and documentation, supporting the audit opinions and findings.
8. Prepares any other ad-hoc reports as required, for submission to the Executive Director and the Audit, Finance and Technology Committee of the Board of Commissioners.
9. Checks and verifies that accounting books and records are in conformity with industry practices and corporate policies.
10. Ensures compliance of regulatory guidelines and generally accepted auditing standards.
11. Performs any other such duties which may be assigned.

Minimum Required Qualifications and Experience

- AAT Level III or ACCA-CAT Level III, or
- Bachelor of Science in Accounting
- Three (3) years' experience in Auditing, preferably within the Public Sector.

Other Desirable Qualifications & Experience that would advantageous

- Bachelor's Degree in Finance, Auditing or Management Studies, with Accounting as a Major.
- Training in Accounting or Auditing.
- Certification in Project Management.

Desired Skills & Competencies

- Excellent analytical and problem-solving skills.
- Excellent planning and organisational skills.
- Excellent oral and written communication skills.
- Excellent interpersonal and time management skills.
- Reasoning Power - Ability to make on-the-spot assessment of situations.
- Ability to work under pressure.
- High level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Consistently displays integrity, model behaviour, a high level of professionalism, develops people and builds teams.
- Demonstrates exceptional confidentiality.
- Excellent working knowledge of Microsoft Office Suite.

Specific Knowledge

- Excellent knowledge of accounting principles and standards; auditing standards, policies, techniques and procedures.
- Excellent knowledge of Public Service Regulations, Staff Orders, the Financial Administration and Audit Act and Corporate Governance.
- Sound knowledge of tax, business, and commercial laws, as well as trade practices.
- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies, associated with the discharge of the Commission's mandate.

Working Conditions

- Typical Office environment.

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Basic Salary: \$1,472,132.00 - \$1,749,902.00 per annum
Travel Allowance \$894,924.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATION OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

Friday, September 17, 2021 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.