

# **INTEGRITY COMMISSION**

## **CAREER OPPORTUNITY**

### **Chief Audit Executive**

#### **Job Summary**

The incumbent, under the general supervision of the Board of Commissioners, is responsible for analysing, reviewing and evaluating the financial and accounting functions of the Commission, including the systems of internal control over the operations of the Commission. The incumbent is also responsible for the continuous review and assessment of the internal policies and procedures; ensuring that they are adequate and effective.

The incumbent will also be required to lead the audit and interrogation of the Statutory Declarations of Income, Assets and Liabilities of the employees of the Commission and identify red flags in the filing that warrant further investigation. The Chief Audit Executive will also be responsible for strengthening the Commission's overall confidence in the audit processes, providing guidance to the Commission, where required, and undertake to support the efforts of the Commission that ensures that it achieves its Mission, Vision and mandates, as established under the Integrity Commission Act.

#### **Internal Audit/Professional Responsibilities**

1. Conducts periodic risk assessments to determine areas of audit focus.
2. Prepares audit programmes for the examination and assessment of the Commission's operations.
3. Leads the design of audit plans and report and review such plans to ensure reasonableness and completeness.
4. Participates in the development of the Audit Plans.
5. Oversees the development of work plans, strategies, priorities and objectives, for internal audit programmes that are designed to evaluate the efficiency and economy, with which the Commission's financial accounting and other operations are conducted.
6. Reviews and signs off on working papers for all audits undertaken by the Audit Department.
7. Prepares audit reports – identifying deficiencies, breaches, implications and subsequent remedial action.
8. Liaises with the Executive Director and Divisional Directors to ensure that deficiencies identified in audit reports are corrected or improved.
9. Liaises with the Executive Director, the Chief Risk and Compliance Officer and Divisional Directors to ensure that documented procedures are implemented and that internal controls are being adhered.
10. Liaises with external Auditors where appropriate, in evaluating the efficacy of accounting and other systems.

11. Attends the Audit, Finance and Technology Committee Meetings at all times, providing the Committee with an aggregated view of risk and compliance issues that impact strategic objectives.
12. Provides guidance to the Board of Directors, the Executive Leadership and employees, on compliance matters.
13. Leads and oversees the review and interrogation of Statutory Declarations of Assets, Income and Liabilities of employees of the Integrity Commission.
14. Reviews the Statutory Declarations of Assets, Income and Liabilities of the Commissioners (Auditor General) where required.
15. Undertakes audits of partnership agreements entered into by the Commission, to include the Commission's performance under the programme and review of expenditure undertaken.
16. Ensures that all information is kept confidential and is safeguarded.

### **Management/Administrative Responsibilities**

1. Reviews and revises the organisation's audit policies and procedures, in accordance with established auditing standards.
2. Participates in the organisation's strategic planning process.
3. Prepares and monitors the Audit Department's Operational Plan and Budget, ensuring the work of the Department is carried out according to plan and that agreed targets are achieved.
4. Provides guidance and advice to the Board of Commissioners and the Executive Director, on internal audit matters.
5. Determines whether the Commission's accounting records are accurate, complete and up-to-date, through the installation of a proper system of internal checks.
6. Determines the effectiveness and adequacy of control systems, procedures and records, by undertaking spot-checks of these areas of the Commission's operations, to detect waste, idle capacity and extravagance in the use of resources.
7. Evaluates the effectiveness of certain policies and procedures, in safeguarding the Commission's assets against defalcation, loss or waste and, where necessary, recommend to the Commission, appropriate changes to the policies and procedures.
8. Provides management with independent analysis, appraisal and recommendations on accounting and financial controls within the Commission.
9. Analyses budget data to allocate resources (staff, time, money and equipment) for internal audits and to determine proper utilisation of the department's staff; and when required, to approve adjustments to achieve efficiency.

10. Manages administrative activities associated with establishing and operating the Internal Audit function, including business planning, reporting and budgeting.
11. Stays abreast of emerging trends and successful practices in internal audit, risk management and compliance.
12. Facilitates the development of the Internal Audit Charter.
13. Maintains accurate and timely communication with the Executive Leadership on operational and policy issues.

### **Human Resource Responsibilities**

1. Manages and evaluates the performance of direct reports.
2. Recommends strategies for personal professional development.
3. Ensures that staff is aware of and adheres to the internal policies and procedures, as well as the external governing policies, procedures and best practices.
4. Provides leadership and guidance to direct reports through effective planning, delegation, communication, mentorship and coaching.
5. Establishes and maintains a culture of teamwork and employee empowerment.

### **Minimum Required Qualifications and Experience**

- Professional Certification in ACCA or equivalent, CIA; or
- Graduate Degree in Accounting.
- Ten (10) years' experience in auditing, with five (5) years at the Supervisory Level, in the Private or Public Sector.

### **Other Desirable Qualifications & Experience that would be advantageous**

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

### **Desired Skills & Competencies**

- Excellent report writing, verbal and written communication skills.
- Demonstrates critical competencies and commitment to results, business savvy, leading change and motivating.
- Ability to identify relevant information and transform same into individual and organisational knowledge and learning.

- Translates broad goals into achievable steps.
- Anticipates and solves problems and takes advantage of opportunities.
- Excellent working knowledge of Microsoft Suite.
- Excellent leadership skills.
- 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.
- 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.

### **Specific Knowledge**

- Excellent knowledge of 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.

### **EMOLUMENTS PACKAGE**

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| Basic Salary         | \$4,914,000.00 - \$5,841,202.00 per annum |
| Travelling 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 DECLARATIONS 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, February 3, 2023, at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

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

Or email: [vacantpositions@integrity.gov.jm](mailto: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.**