

# **INTEGRITY COMMISSION**

## **CAREER OPPORTUNITY**

### **Senior Auditor**

#### **Job Summary**

The incumbent, under the general supervision of the Chief Audit Executive (CAE), is responsible for reviewing, analysing, and evaluating the financial transactions and auditing practices, systems and processes within the Commission. The incumbent is responsible for identifying deficiencies and deviations from the rules, regulations and laws, and make the necessary recommendations of corrective action to the CAE. The incumbent is also responsible for ensuring that the internal systems are effective and efficient in aiding the Commission, in achieving its overall Mission, Vision and mandates, as established under the Integrity Commission Act.

#### **Major Responsibilities**

1. In consultation with the CAE, develops the overall work plans, strategies, priorities, and objectives for internal audit programmes.
2. Reviews, evaluates and appraises accounting and other records to determine whether they are in adherence with policies.
3. Appraises the adequacy of the corrective action taken to improve deficiencies identified in the systems and processes.
4. In consultation with the CAE conduct periodic risk assessments and contributes to the development of the Audit Plans.
5. Evaluates and recommends improvement of management controls and systems.
6. Conducts special examinations at the request of the Commissioners and management, including presentations and quotations from external sources.
7. Determines the extent to which the Commission's accounting records are accurate, complete and up-to-date, through the implementation of a proper system of internal checks.
8. Ensures 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.
9. Provides management with independent analysis, appraisal and recommendations on accounting and financial controls within the Commission.
10. Analyses budget data to allocate resources (staff, time, money and equipment) for internal audits and ensure proper utilisation of the Department's staff.
11. Reviews and interrogates Statutory Declaration of Assets, Income and liability of employees of the Commission.
12. Establishes and maintains close liaison with external Auditors as appropriate.

13. Under the direction of the Chief Audit Executive, 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.
14. Performs any other related duties as assigned.

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

- Completion of Level II or III ACCA or,
- B.Sc. Accounting.
- Five (5) years' experience in Auditing or Accounting, with at least two (2) years at the Supervisory Level, preferably in the Public Sector.

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

- Training and/or Certification in IT Auditing (e.g. CISA, CISSP, CISM, CEH, CEPT).
- Bachelor's Degree in Auditing or Management Studies with Accounting as a Major
- Postgraduate Training in Accounting.
- Graduate Degree in Accounting or Auditing.
- Certification in Project Management.
- Certified Internal Auditor

### **Desired Skills & Competencies**

- Demonstrates critical competencies and commitment to results, business savvy, leading change and motivating.
- Ability to identify relevant information and transform same into individual and organizational knowledge and learning.
- Translates broad goals into achievable steps.
- Anticipates and solves problems and takes advantage of opportunities.
- Ability to assess/interrogate IT infrastructure and determine the adequacy of network security policies and procedures
- Ability to perform Penetration Testing, strongly desired.
- Excellent analytical and problem-solving 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 accounting principles and standards.
- Expertise in auditing standards, policies, techniques and procedures.
- Expertise in IT auditing standards and network/cyber security
- 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**

Basic Salary                                      \$5,597,715.00 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, December 1, 2023, at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
6<sup>th</sup> Floor of Sagikor Sigma Building,  
63-67 Knutsford Blvd,  
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.**