

CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION QUESTIONNAIRE

Ministry/Entity: Jamaica Anti-Doping Commission

JOB TITLE:	Senior Internal Auditor
JOB GRADE:	FMG/AS 3
POST NUMBER:	
DEPARTMENT:	Executive Office
REPORTS TO:	Audit Committee (Board of Directors); Executive Director (Administratively)
MANAGES:	Internal Auditor

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

STRATEGIC OBJECTIVES/PURPOSE OF THE DIVISION:

As part of the Compliance and Risk Management Division assist the Division to achieve its operational objective by providing timely and efficient auditing services to the Commission in a timely manner.

JOB PURPOSE:

Under the supervision of the Board of Directors and the Executive Director, the incumbent is responsible for leading the audit and assessment of internal policies and procedures, to monitor adherence to internal controls and functioning, to maintain the integrity of the Organization and its operations. The incumbent is also responsible for planning, coordinating and directing the work of the Audit Team, conducting Value for Money (VFM) and Risked-based audits of sensitive or complex nature of the Commission. The Audit Supervisor also provides a report of the adequacy, efficiency and effectiveness of the internal controls implemented by Management and recommend solutions or corrective measures where applicable.

KEY OUTPUTS:

- Risk matrix Prepared.
- Work Plans for the unit prepared.
- Audit Programmes developed.
- Audit requests completed.
- Audit Assignments accepted and prepared.
- Audit reports produced.
- Audit files secured.

KEY RESPONSIBILITY AREAS:

Management / Administrative Responsibilities

- Reviews and revises the Organization's Audit policies and procedures in accordance with Auditing Standards.
- Participates in the Organization's Operational and Strategic Planning process, prepares and monitors the Units Operational Plan and Budget ensuring the work of the Unit is carried out according to plan and agreed targets achieved.
- Plans Audit Assignments, the Unit's Budget preparation, the Unit's Quality Assessment Programme and any other activities associated with the Unit's Administrative functions (Time Sheets, Evaluations etc).
- Develops Team and Individual Work Plans.

- Represents the Organization at meetings, conferences and functions as directed.
- Provides guidance/advice to the Executive Director, Director, Compliance and Risk Management and managers on Internal Audit matters.
- Represents the Internal Audit Unit at disciplinary hearings, meetings and other functions as required.
- Conducts special audits/investigations in accordance with auditing standards and liaises with external agencies where necessary.
- Submits Quarterly Reports to the respective recipients.
- Maintains confidentiality, professionalism and integrity of the Unit.

Technical/ Professional

- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Conducts Risk Assessment to determine areas of risk and audit focus.
- Develops Risk Matrix and Audit Programme as it relates to each assignment.
- Leads and manages the team within the Internal Audit Unit in the achievement of the stated objectives.
- Develops and maintains current audit procedures and guidelines to identify deviation from the system of internal controls.
- Liaises with external auditors where appropriate in the preparation of an Audit Plan.
- Manages the preparation of Audit programmes for the examination and assessment of the audit area.
- Conducts site visits as necessary to monitor audit progress and/or provides guidance and on the job training.
- Reviews and signs off Working Papers for all audits undertaken by the Audit Division.
- Ensures Audit Reports are prepared, stating deficiencies, implications, makes recommendations and submits report to the Executive Director/Director, Compliance and Risk Management and Divisional Heads.
- Meets with the Executive Director/Director, Compliance and Risk Management and Divisional Heads to discuss audit findings.
- Follows-up Divisional Heads responses to Audit Reports to determine whether deficiencies are corrected, improved procedures are implemented, and internal controls are being adhere to.
- Attends operational meetings where the Audit unit has a key role in the development and verification of systems.
- Ensures the security of Audit Files.
- Facilitates the compliance by the Divisions with Internal Auditing Standards.
- Obtains and reviews audit evidence and documents audit conclusions.
- Prepares Draft Auditor's Opinion based on evidence gathered, an understanding of the process and risk.
- Communicates audit progress and findings by providing information and highlighting unresolved issues.
- Provides technical advice to Divisions on various issues based on reports submitted.

- Provides technical advice at meetings, in matters concerning Financial Management, Accounting or Audit and compliance with the requisite Acts, Regulations and Rules of the Commission.
- Assesses statutory records for compliance with Rules and applicable accounting standards, and all applicable acts.
- Monitors the implementation of relevant internal control systems.
- Prepares audit procedures and sets performance targets.
- Ensures the effectiveness of Internal Controls and the accuracy of financial records.
- Assesses the results of the audit.
- Liaises with Divisions being audited to ensure compliance with audit procedure, clarify (where necessary) any problems arising, and conduct on the job training.
- Prepares and submits timely and accurate report on deviations or departure from the approved system of controls and recommends changes for a more effective and efficient system on a quarterly basis.
- Maintains records to indicate work in progress and to facilitate monitoring of replies to audit reports/queries.
- Collects, organizes and analyzes information on sensitive and complicated audit assignments.

Customer Service:

- Maintains customer service principles, standards and measurements.
- Identifies and incorporates the interests and needs of customers in business process design.
- Ensures critical success factors are identified and meets expectations.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Facilitates welfare and development of staff in the Division/Unit.
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Organization's goals.
- Contributes to the development and implementation Succession Planning Framework in collaboration with the Human Resource Division through the development of Procedural Manuals and other duties prescribed within the Framework.
- Prepares and conducts presentations on the role of the unit for the Orientation Programme.
- Performs other related duties as assigned by Permanent Secretary.

Other Responsibilities

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

AUTHORITY

The incumbent will have the authority to:-

- Liaise with external and internal contacts to direct queries accordingly.
- Liaise with customers during audits.
- Access to the Commission's Records.
- Signs off on audit working papers.
- Reviews working papers, current and permanent files.
- Recommends corrective actions.
- Initiate follow-up actions.
- Represents the Executive Director / Director, Compliance and Risk Management at meetings, seminars etc. as necessitated.

PERFORMANCE STANDARDS:

- Annual audit plans prepared and actioned.
- Audit assignments completed within the stipulated timelines.
- Working papers reviewed and signed with evidence for audits conducted.
- Recommendations made for corrective actions.
- Audit findings discussed with auditees.
- Meetings attended and reports produced respectively.
- Audit trends are utilised in daily duties.

CONTACTS

(i) Internal

Contacts	Purpose
Executive Director	Providing feedback on assignments given.
Director, Compliance and Risk Management	Receiving assignments and providing feedback on assignments given.
Directors / Managers	Liaise with them regarding audits being conducted.

(ii) **External**

Contacts	Purpose
Government / Non-governmental / Private Sector Organisations/ MDA's	Liaise with them regarding audit practices and reports.
International Organisations, Anti-Doping Agencies, Laboratories, Governing body such as WADA, UNESCO etc.	Liaise with them regarding information required for the completion of audit findings.

REQUIRED COMPETENCIES

Core

- Good leadership, Interpersonal and people management skills.
- Good oral and written communication skills.
- Excellent customer relations skills.
- Sound personal and professional integrity.
- Confidentiality and integrity are exercised.
- Ability to utilise initiative.
- Adherence to standards and best practices.
- Ability to adapt to changing environments and be flexible.
- Ability to multi-task.
- Attention to detail.
- Ability to exercise maximum amount of patience.
- Good problem-solving skills and tenacity.
- Ability to lead and work in teams.

Technical

- Proficiency in the use of Microsoft Office tools.
- Knowledge of and utilisation of conflict management strategies
- Knowledge of records keeping.
- Knowledge of IT systems auditing.
- Excellent knowledge of the organization's policies and procedures.
- Excellent presentation, oral and written communication skills.
- Comprehensive knowledge of the Public Finance Legal Framework.
- Comprehensive knowledge and experience of the Government of Jamaica operations and of public sector issues.
- Comprehensive understanding of the public expenditure policy environment and the aims and methods of public sector modernization.
- Comprehensive knowledge of current auditing principles, techniques and procedures including value for money audits and accounting and Public Administration. (Example; Sampling Techniques, Operational Auditing and Risk Assessment.)

- Working knowledge of the laws, regulations and other instructions that govern the Commission.
- Knowledge of and utilisation of conflict management strategies.
- Knowledge of records keeping.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics.

OR

- ACCA Fundamentals or equivalent with five (5) years' experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to makes trips during and outside of regular working hours.
- May be required to do some amount of lifting, bending, stooping and walking.
- May be exposed to some amount of dust.
- May be required to work beyond normal working hours and on weekends.
- Long sitting or standing.

ORGANISATIONAL CHART

