

## JOB DESCRIPTION AND SPECIFICATION

### FIREARM LICENSING AUTHORITY

JOB TITLE	<b>SENIOR AUDIT OFFICER</b>
JOB GRADE	FMG AS4
DIVISION	Internal Audit Unit
REPORTS TO	Chief Executive Officer
MANAGES	Internal Audit Unit
REMUNERATION	\$4,947,565.00 per annum

#### **Job Purpose**

- To ensure that internal policies and procedures are adhere to and internal controls are adequate to maintain integrity of Authority operations.

#### **Key Outputs**

- Audit reports produced.
- Internal Audit Charter developed.
- Internal audit manual developed.
- Audit programmes developed.

#### **Key Responsibilities Areas:**

##### **Administrative**

- Participates in the formulation of strategic and corporate plans for the Authority.
- Ensures that objectives of the unit are clearly defined and communicated to its staff.
- Keeps abreast of trends and developments in Internal Audit management and recommends their adoption/application where appropriate to increase the effectiveness and productivity of the Unit.
- Monitors and evaluates the Authority's corporate planning, budgeting and risk management processes in respect of compliance with relevant Acts and guidelines.
- Represents the Authority at meetings/conferences and other functions as directed.

- Provides advice to the CEO on internal audit issues as requested.
- Designs and deliver training programmes to members of the Unit.

### **Technical**

- Develop the corporate, operational plans and budget for the Internal Audit Unit.
- Establishes and implements operational audit programmes to review the extent to which the Authority has with regards to economy, efficiency and effectiveness.
- Develop and maintain the Internal Audit Charter
- Perform audit on Regional Offices and headquarter
- Conduct risk assessment to determine audit areas.
- Prepare audit plan based on risk assessment conducted.
- Prepares and submits audit reports stating deficiencies, implementations, and make recommendations and submit it to Chief Executive Officer.
- Meet with Chief Executive Officer and department heads to discuss audit findings.
- Follow-up department heads responses to audit reports to ensure deficiencies are corrected, improved procedures are implemented and internal controls are being adhered.
- Authorizes the publication of reports and results of audit examinations, including recommendations for improvement; and discuss same with heads of department.
- Liaise with external auditors where appropriate in the preparation of an audit plan.
- Attend operational meetings where the audit department has a key role in the development and verification of systems.
- Ensure the security of audit files.
- Revise Authority's audit policies and procedures in accordance with auditing standards.
- Perform special requested audits and verification based on Circulars instruction.
- Ensure compliance with the internal auditing standards.

### **Supervisory**

- Supervise and review the work of the Audit team to meet agreed performance targets and criteria.
- Provide guidance to the staff in the unit through coaching, mentoring and training .
- Undertakes personnel related duties including selection, training and discipline in respect of staff supervised in accordance with Authority's HR policies and procedures.
- Conduct interview for the recruitment of staff

- Approve staff leave and manage the performance appraisal process of the unit .

**Other Responsibilities**

- Delegate and perform other related function as assigned from time to time by Chief Executive Officer.

**Authority (decision the post holder has the power to make or recommend)**

- Recommend improvement to auditing procedures, techniques and related operational systems
- Recommend areas to be included in the annual audit plan

**Performance Standards**

- Key deliverables are produced within the agreed timeframes to required standards.
- Risk assessment is conducted in accordance with the auditing standards and authority policies.
- A collaborative approach is adopted with Manager in resolving issues of internal controls.
- Audit recommendations lead to business improvements.
- Confidentiality and integrity are exercised.

**Internal and External Contacts:**

**Internal Contacts**

<b>Contact</b>	<b>Purpose of Communication</b>
Heads of departments and other members of staff	To conduct audits and discuss audit reports

**External Contacts**

<b>Contact</b>	<b>Purpose of Communication</b>
Auditor General	To facilitate audits and discuss audit report
Ministry of Finance and Planning	To facilitate audits and discuss audit report

**Working Conditions:**

- Work is performed primarily in a standard office environment.
- Occasional exposure to heavy dust from examination of old files and range activities.

**Required Competencies:**

- Excellent knowledge of accounting and auditing principles and practices
- Good interpersonal skills
- Good communication skills (both oral and written)
- Good time management and organizing skills
- Knowledge of the Authority's policies and procedures

### **Minimum Required Education and Experience**

- Professional Accounting Designation (ACCA Level II or III) or CPA or CIA.
- Bachelor's degree in Management Studies/Business Administration/Accounting or equivalent.
- At least three (3) years related auditing experience.
- Ability to pass a background security check and willingness to declare assets.

#### **Plus**

- Training in Supervisory Management
- Professional audit training would be an asset