

JOB DESCRIPTION AND SPECIFICATION

FIREARM LICENSING AUTHORITY

JOB TITLE	AUDITOR
JOB GRADE	FMG /AS2
DIVISION	General Administration
REPORTS TO	Senior Audit Officer
REMUNERATION	\$3,332,803.00 per annum

Job Purpose

- To examine financial, operational and other transactions, records and documents with a view to determine compliance with relevant laws, regulations, policies and rules governing the Authority, and evaluate the adequacy, efficiency and effectiveness of management controls, where necessary recommend appropriate measures to be taken.

Key Outputs

- Operational value for money and financial audits conducted
- Reports and working papers prepared and submitted to Internal Auditor.
- Audit programme and special assignments executed, reports produced and recommendations made
- Meetings attended as required
- Collaboration with external auditors on audit issues
- Audit files secured.

Key Responsibilities Areas:

- Carry out spot checks on cashier and impress holders.
- Examine revenue and other collections and ensure these are brought to Account.
- Ensure accurate reporting of amounts collected.
- Verify inventories of office furniture and equipment and report on discrepancies.
- Audit issuance of postage stamps and report on irregularities.
- Conduct special audit assignments as directed by the Internal Auditor.

- Meet with Internal Auditor to discuss audit findings.
- Write audit report stating weaknesses, irregularities and submit to Internal Auditor.
- Make follow-up checks in departments to ensure deficiencies are corrected.

Other Responsibilities

- Other related duties as assigned from time to time by Internal Auditor.

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

- Authority financial policies and procedures are adhered to.
- Audit reports are produced within the agreed timeframes to the required standard.
- Confidentiality and integrity are exercised Harmonious relations are maintained with staff members and external contacts.
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Internal and External Contacts:

Internal Contacts

Contact	Purpose of Communication
Heads of Departments and other senior members of staff	Conduct audits Discuss findings/recommendations Follow up on responses

External Contacts

Contact	Purpose of Communication
Auditor General	To facilitate audits and discussion on audit reports

Working Conditions:

Work is performed primarily in a standard office environment.

Required Competencies:

Core

- Sound knowledge of current auditing standards and techniques
- Sound knowledge of accounting principles and practices
- Sound knowledge of the Authorities policies and procedures
- Good interpersonal skills
- Good communication skills (both oral and written)
- Good time management and organizing skills

Minimum Required Education and Experience

- Bachelor's Degree in Accounting or Management or
- Associate Degree in Accounting along with completion of revised certificate in Government Accounting (MIND) or
- ACCA Level 1, AAT Level 3, CAT Level 3, Diploma from recognized institution
- Two (2) years related auditing experience.