

GOVERNMENT OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

FIREARM LICENSING AUTHORITY

JOB TITLE	SENIOR AUDIT OFFICER
JOB GRADE	FMG AS4
POST NUMBER	
DIVISION	Internal Audit Unit
REPORTS TO	Chief Executive Officer
REMUNERATION	\$5,597,715.00 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

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

External Contacts

Contact	Purpose of Communication
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