

The incumbent is responsible for the examination of transactions, records, and documents both financial and operational to determine compliance with the provisions of relevant laws, regulations, policies, and rules for each department within the Authority. The incumbent is also responsible to report on internal controls to the Senior Director, Internal Audit and, where necessary, make recommendations.

We invite all suitably qualified candidates to apply for the post of **Internal Audit Officer (FMG/AS 3)** **\$4,594,306 - \$6,178,830 per annum.**

### **Strategic Objectives**

1. To provide support in the evaluation the adequacy and effectiveness of business controls for every process that is executed by the Authority
2. To support the Senior Director, Internal Audit to ensure the Authority and its stakeholders are fully compliant with Local and international audit standards
3. Ensure the effectiveness of each unit, and its overall contribution to the Authority bottom-line targets
4. To ensure that all units are in full compliance of the ISO 9001:2015 standards in relation to operations and documentation

### **Key Outputs**

- To provide a comprehensive audit calendar of events for each Unit
- General Control Reviews conducted with reports to the Agency's Governance Committee
- Sensitization session for all units to promote awareness of internal audit measurements
- Dashboard showing status of agreed corrective actions.
- Reviews of Compliance with Security policies and procedures
- Ensures the effectiveness of the quality management system.
- Ensures the compliance of all units with the quality management system with quarterly reports.

### **Qualification & Experience**

- BSc. Degree in Accounting, Finance, Management Studies/Business Administration or Economics or;
- ACCA Fundamentals or equivalent and over three (3) years' experience in audit/specialized area;
- Successful completion of relevant Government auditing courses and professional audit training

### **Specific Knowledge & Skills**

- Comprehensive knowledge of the Financial Administration and Audit Act (FAA Act), its Regulations and its Instructions
- Proficiency in the use of relevant computer applications
- Excellent problem-solving and analytical skills
- Good interpersonal, oral and written communication skills
- Excellent knowledge of the relevant Acts, guidelines and policies
- Ability to work and communicate with all levels.

- Ability to use Microsoft Office Suite including Visio, Word, Excel, PowerPoint

### **Job Duties & Responsibilities**

#### **Provides a comprehensive practical schedule of annual audit coverage within general areas assigned by the Senior Director, Internal Audit;**

- Develops a comprehensive, practical programme of audit coverage of assigned areas of auditing;
- Schedules projects and staff assignments to comply with management's needs within the scope of the activity's overall schedule;
- Reviews and approves the purpose, scope and audit approach of each audit project for assigned areas of audit cognizance.

#### **Responsibility to all Units in the Authority**

- Directs audit projects to see that professional standards are maintained in the planning and execution and in the accumulation of evidentiary data;
- Reviews and edit audit reports and, in organizations with the auditor-in-charge for the assigned project and discusses the reports with appropriate management;
- Provides for and performs research on audit techniques;
- Identifies factors causing deficient conditions and recommends courses of action to improve the conditions including special surveys and audits;
- Provides for a flow of communication from operating management to the Senior Director, Internal Audit.
- Evaluates overall results of the audits;
- Conducts pre-audits of medical, overseas travel and special payments files;
- Appraises the adequacy of the corrective action taken to improve deficient conditions;
- Ensures conformance with acceptable audit standards, plans, budgets and schedules

#### **Determines scope of review of audits, in conjunction with the Chief Internal Auditor;**

- Conducts risk assessment based on the Branch and/or functional area(s) assigned by the Chief Internal Auditor within the scope of the audit;
- Obtains, analyses and appraises relevant data as a basis for an informed objective opinion on the adequacy and effectiveness of the system and the efficiency of the performance of the activities being reviewed;
- Ensures that working papers are properly prepared and submitted for review;
- Assists the Senior Director, Internal Audit with the preparation of work plans and audit programmes;
- Discusses audit findings with the Senior Director, Internal Audit and draft a comprehensive report of audit area(s);
- Prepares quarterly and annual internal audit reports for submission to the Senior Director, Internal Audit
- Ensures the security of audit files;
- Ensures conformance with acceptable auditing standards, plans, budgets and schedules;
- Represents the Branch at audit meetings and any other functions as instructed by the Senior Director, Internal Audit
- Performs any other related functions assigned from time to time.

#### **Demonstrate Leadership and Commitment to the Quality Management Systems Policy**

- Committing to continual improvement and updating of the Quality Management Systems Policy

- Communicates the Quality Management Systems Policy and ensuring it is maintained as documented information, understood, and applied within the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate.
- Ensuring the promotion of customer focus throughout the organization aligned with the Authority's Quality Management Systems Policy.