

Strategic Objectives of the Division/Branch:

The primary objective of the Internal Audit Branch is to add value by helping the Agency improve its operations and accomplish its objectives through the assurance engagements.

The core responsibility of the Branch is to undertake independent, objective assurance activities utilizing a systematic, disciplined approach to evaluate and improve the effectiveness of its risk management, control, and governance processes by:

- Analysing the strengths and weaknesses of the Agency's internal control, governance, and risk management. Reviewing the extent to which the Agency has due regard for safe guarding assets, and attain economy, efficiency and effectiveness in its operations.
- Assessing the Agency's compliance with approved financial policies, procedures and authorities.

Job Purpose

The Internal Auditor (IA) is responsible for executing audit programmes to examine, evaluate, and report on the adequacy and effectiveness of the systems of management controls and governance processes that informs the operations of the Agency toward delivering on its mandate.

Key Outputs:

- Audit Reports
- Entrance and Exit Meetings
- Working paper files

Key Responsibility Areas:

A. *Technical/Professional Responsibilities*

1. Participates in the preparation of audit engagements plans and work programmes.
2. Conducts assigned section/tasks of audit programmes; discusses findings with operating personnel to verify facts and obtain explanations of, and reasons for such findings.
3. Prepares and submits working papers and reports for review and comments.
4. Conducts Entrance and Exit meetings with Division/Branches.
5. Monitors and reports on the progress of management action plans to address issues / findings arising from assurance engagements.
6. Contributes to the preparation of final reports.

B. Other Responsibilities

The incumbent may from time to time be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority

The position incumbent is authorized to:

- Access all records, books and documents relevant to the internal audit functions.

Performance Standards:

- Established targets and objectives are achieved.
- Audits are done with sufficient depth and scope in accordance with approved programmes.
- Entrance and Exit meetings are held in a professional manner, in line with the International Internal Audit standards and the GOJ Internal Audit policies and procedures.
- Audit reports are comprehensive and submitted to the Supervisor for review within established timeframe.
- Working paper files are complete, maintained and secured in accordance with established International Audit Standards and GOJ Internal Audit policies and procedures.
- Effective working relationship is maintained with other key stakeholders.
- Confidentiality, integrity and professionalism are demonstrated in the execution of duties and personal conduct.

Internal and External Contacts

(i) Internal

Contact (Title)	Purpose of contact
All Divisions	Conduct audit activities, provide audit findings, provide advice

(ii) External Contact (required for the achievement of the position's objectives)

Contact (Title)	Purpose of Contact
Auditor General's Department	Provide information, networking, knowledge sharing

Ministry of Finance & Planning, Parent Ministry Audit Department	Provide information, networking, knowledge sharing
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Working Conditions

- Typical office environment
- Occasional exposure to dust, heat etc. from examining old files/documents

Required Competencies

- Excellent Interpersonal and analytical Skills
- Sound planning and problem solving skills
- Sound knowledge of audit techniques and practices including value for money audit.
- Ability to effectively communicate at all levels
- Competence in the use of relevant computer applications.

Minimum Required Education and Experience

- Undergraduate degree in Accounting or Management Studies/Business Administration with accounting **or**
- ACCA Level 2;
- Two (2) years work experience in the field of auditing or a related position