

## Job Description

1.

<b>Job Title</b>	Senior, Internal Audit
<b>Job Level</b>	FMG AS 3
<b>Division</b>	<b>Audit</b>
<b>Reports to</b>	Board of Directors/ Admin Director- INSPORTS
<b>Direct reports</b>	
<b>Indirect reports</b>	

This document is validated as an accurate and true description of the job as signified below.

---

Employee

---

Date

---

Head of Department / Division

---

Date

---

Date received in Human Resources

---

Date Created /revised

## **2 Job Purpose**

Under the directive of the Administrative Director/ Board Audit Committee, the Manager manages the Internal Audit function of the Institute, its Department and Projects Island wide by establishing and implementing Internal Audit Programmes, which examines and evaluates the adequacy of management control systems provided to accomplish the objectives of the Institute in its operations and to assure the integrity of the controls governing the procedures of all activities.

## **3. Principal / Key responsibilities**

### **3.1 Management/Administrative Responsibilities**

- Develops and ensures the implementation of policies and procedures to guide the operations of the Audit Unit within the framework of Government guidelines and International Auditing Standards;
- Participates in the development and implementation of the strategic direction of the Institute;
- Leads the development and implementation of the Audit Unit Operational Plan, Work Plan & Audit Plan
- Ensures that the objectives of the Institute are clearly defined and communicated to the staff;
- Keeps abreast of trends and developments in Internal Audit Management and recommends relevant adoption where appropriate to increase the effectiveness of the Audit Unit;
- Monitors Divisional responses to Audit Reports to ascertain the level of deficiencies corrected and adherence to internal controls;
- Manages the preparation and submission of Final Audit Reports with relevant recommendations and ensures timely submission of documents/information requested by the Audit Committee, Executive Director and Management;
- Represents the Audit Unit at meetings, conferences and other functions as necessitated;
- Provides assistance/advice to the Executive Director on Internal Audit issues as requested;
- Develops new policy guidelines in response to changing systems and practices in Auditing Standards;
- Develops programs to determine if ethical behavior is consistent with international standards and other related guidelines or best practices;
- Monitors Annual Audit Work Plan and establish priorities and time schedules to ensure completion;

- Ensures that Leave Cards and Attendance Register are updated and properly maintained for the Audit Staff;
- Certifies travelling claims for staff members
- Reviews and signs off on time budgets and itineraries prepared by the Audit Staff;
- Reviews and signs off on Financial Statements prepared by the Parish Offices Island wide;
- Reviews and signs off on results from Competitions and Shows that are scheduled by the Institute;
- Allocate task to subordinates, provide advice on appropriate audit method and technique to be used;
- Assess audit findings and discuss findings with relevant Directors and Managers, evaluate response and ensure that deficiencies are corrected;
- Respond to audit queries from external auditors;
- Prepare and submit quarterly and annual performance reports for support staff;
- Prepare and submit audit reports to the Audit Committee and the Executive Director;
- Ensure compliance with internal financial and operational standards;
- Prepare and review working papers as required;
- Develop and maintain an internal audit manual;
- Employ a team approach to resolving internal control issues with Directors and Managers;
- Attend Senior Managers Meetings;
- Attend Audit Committee and Board Meetings upon request;

### **3.2 Technical /Professional Responsibilities**

- Prepare in consultation (liaison) with the Executives Director, portfolio Ministry and External Auditors the Institute's annual internal audit plan and programme.
- Leads the conduct of the Annual Risk Assessment to determine priority audit areas;
- Prepares time budgets, planning memorandum, audit checklists and risk matrices;
- Visits Offices and Auditors in the field periodically to evaluate the progress of Audits and to ensure adherence to established policies and procedures;
- Examines the effectiveness of all levels of management in their stewardship of the Institute's resources and their compliance with established policies, procedures, Government regulations and guidelines and makes recommendations for improvement as necessary;
- Prepares Final Audit Reports stating deficiencies, implications, recommendations and management responses and submit reports to the Audit Committee, Executive Director and Department Heads;

- Prepares and submit Quarterly reports on Audits conducted;
- Attends Operational Meetings where the Audit Department has a key role in the development and verification of systems;
- Conduct planned and ad hoc audit investigations with regards to the Institute's Divisions and Projects;
- Conduct annual audit of the overall operations of the Institute;
- Make recommendations to support improvement in business progress;
- Supervise audit programmes and operations;
- Plan and coordinate audit programmes for the activities of Divisions and Projects, ensure that established procedure for these activities are adhere to.
- Implement adequate controls and tracking systems;
- Checks Accounting and Financial records for compliance, accuracy and adequacy;
- Recommends changes in operational procedures and systems to enhance accountability, safeguard assets and to prevent the occurrence of waste and extravagance;
- Meets with Senior Officers and Heads of Department to discuss Audit Findings;
- Maintains confidentiality, professionalism and integrity of the Unit;
- Advises personnel in general on policies and operational guidelines;
- Ensure the security of audit files.

### **3.3 Human Resource Responsibilities**

- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Manages the welfare and development of the Audit Staff through the preparation/review of Performance Appraisals and recommendation of required training and development programmes;
- Develops and implements a Succession Planning programme in collaboration with the Human Resource Management Department & Administration to ensure continuity of skills and competence in the Unit;
- Participates in the recruitment of staff for the Department;
- Ensures that staff is aware of and adhere to the policies procedures and regulations of the Institute;
- Ensures that proper working conditions exist for the Audit Staff;
- Ensures the welfare and development needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Audit Unit and the Institute's goals;
- Administers disciplinary action in keeping with Human Resource policies and procedures.

#### **4. Performance Indicators**

- Key deliverables are produced within timeframes specified
- Reports submitted according to established deadlines
- Records and references materials maintained according to established standards
- Risk assessments in line with accepted accounting standards

#### **5. Required competences**

##### **Functional / Technical**

- Ability to relate effectively with people at all levels.
- Strong analytical, decision making and problem-solving skills
- Ability to critically assess the bookkeeping, accounting and operating systems and procedures of the organisation.
- Excellent oral and written communication skills
- Strong computer skills and training in the use of accounting & auditing packages and spreadsheets.

##### **Behavioural**

<b>Competence</b>	<b>Level</b>
Integrity	<b>High</b>
Customer and Quality Focus	<b>High</b>
Team Work and Cooperation	<b>High</b>
Adaptability	<b>High</b>
Technical skills / Job Knowledge	<b>High</b>
Planning and organizing	<b>High</b>
Written Communication	<b>Good</b>
Oral Communication	<b>Good</b>

## **6. Minimum education and experience required**

- ACCA Level 3 or;
- Bachelor's Degree in Accounting from a recognized university e.g. UTECH, UWI
- Good experience in auditing techniques and procedures.
- Sound and current knowledge of government policies relating to auditing
- At least five (5) years' related work experience, three (3) of which should be at the managerial level.

## **7. Special Conditions Associated with the Job**

- Expected to work beyond normal working hours to meet deadlines
- Exposure to confidential and sensitive information
- Expected to travel island wide as well as overseas when necessary
- Expected to work on weekends, public holidays and late nights
- Expected to work outdoors