



**MINISTRY OF EDUCATION & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Assistant Auditor (Schools)
JOB GRADE:	(to be determined)
POST NUMBER:	
DIVISION/BRANCH:	Internal Audit Division
SECTION/UNIT:	Schools
REPORTS TO:	Senior Auditor
MANAGES:	N/A

Strategic Objectives of the Internal Audit Division

To provide assurance to the Permanent Secretary (through the Audit Committee) on the appropriateness and effectiveness of management systems (e.g. policies, procedures, budgetary targets, performance management) established to facilitate the achievement of the goals and objectives of the Ministry of Education, Youth & Information.

Job Purpose:

Under the direct supervision of the Senior Auditor (Schools), the Assistant Auditor is responsible for assisting in the conduct of audit assignments in government funded educational institutions island wide to determine compliance with the provisions of relevant laws, regulations, policies and guidelines and to evaluate the efficiency, economy and operational effectiveness of management and financial controls and established systems.

Key Outputs:

- Financial records verified
- Working papers prepared
- Time sheet prepared
- Annual Work Plans prepared

Key Responsibility Areas:

- Collects and analyse data in support of audits undertaken;
- Participates in entrance/exit interviews under the direction of the Team Leader.
- Conducts assigned audit activities in accordance with the Audit Standards.
- Verifies the adequacy and accuracy of financial records; examines and appraises financial and accounting practices, systems and procedures.
- Prepares working papers highlighting audit findings and conclusions;
- Ensures that working papers are properly prepared and submitted for review.
- Clears any supervisory queries on the working papers submitted.
- Prepares individual timesheet.
- Assists with preparing and organising working paper files (current/permanent)
- Performs any other related duties assigned from time to time by the Team Leader/Supervisors/C.I.A.

Performance Standards:

- Confidentiality and integrity are exercised
- Working papers are comprehensive and submitted within established time frame.
- Working papers are prepared in accordance with accepted auditing standards.

Internal and External Contacts (specify purpose of significant contacts):

Contact (Title)	Purpose of Communication
Heads of Departments/Divisions	Audit findings and recommendations
Regional Financial Controller, Budget Officer and other Regional office personnel	To gather information, audit findings and recommendations

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Principals, Vice-Principals, Bursars, clerical and other schools personnel	To gather information, audit findings and recommendations

Required Competencies

Core:

- Sound analytical skills
- Good problem solving skills
- Good interpersonal and customer service skills
- Good oral and written communication skills
- Good planning and organizing skills
- Ability to work as a team
- Working knowledge of relevant computer applications
- Attention to details

Technical

- Working knowledge of FAA Act, Government Laws, Regulations, and other instructions.
- Sound Knowledge of current accounting /auditing principles and techniques
- Knowledge of computer assisted audit techniques (CAATS) and value for money/operational audits
- Proficiency in Microsoft Office Suite

Minimum Required Qualification And Experience:

- Associate Degree in Accounting, Finance, Business Administration;
Or
- AAT, CAT or equivalent qualifications

Authority:

- To access relevant files

Specific Conditions associated with the job

- May at times be required to work beyond normal working hours
- Required to travel island wide to perform audits
- May have to work in less than adequate physical conditions
- May be exposed to personal security risks