



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

JOB TITLE:	Auditor (Schools)
JOB GRADE:	FMG/AS 2
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 general supervision of the Senior Auditor, the Auditor (Schools) is responsible for conducting 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 and where necessary recommend appropriate measures to be taken.

Key Outputs:

- Interviews conducted
- Financial records verified/systems appraised
- Audits activities conducted
- Working papers prepared
- Time sheet prepared
- Annual Operational and Work plan prepared

Key Responsibility Areas:

- Assists with audit planning by collecting/analysing data/information.
- Conducts entrance/exit interviews.
- Conducts assigned audit activities in accordance with the instructions given by the Senior Auditor and the prescribed audit programme
- 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 and submits for review;
- Clears any supervisory queries on the working papers submitted.
- Drafts audit reports highlighting deficiencies, implications and makes recommendations
- Prepares and organizes of working paper files(current/permanent)
- Provides technical guidance to the junior auditor/s on the team or on the same assignment.
- Prepare individual timesheet

Other

- Performs any other related duties as assigned from time to time.

Performance Standards:

- Confidentiality and integrity are exercised in the performance of duties
- Working papers and reports are accurate, comprehensive, concise and prepared in accordance with accepted auditing guidelines
- Working papers and draft reports are submitted within established timeframe
- Audit activities conducted in keeping with auditing standards

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

Contact (Title)	Purpose of Communication
Chief Internal Auditor, Audit Manager, Senior Auditors	Administrative matters, audit findings/reports and other deliverables
Heads of Departments/Divisions	Audit findings and recommendations

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

Contact (Title)	Purpose of Communication
Board Chairmen ,Principals, Vice-Principals, Bursars, clerical officers and managerial/line staff	Audit Findings and recommendations
Regional office personnel	To gather information, audit findings and recommendations

Required Competencies:

Core

- Good analytical skills
- Good interpersonal and customer service skills
- Good oral and written communication skills
- Excellent planning and organizing skills
- Ability to work on own initiative or as a member of a team
- Meticulous attention to detail

Technical

- Sound 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 Education and Experience

- First Degree in Accounts, Finance, Business Administration or Economics
OR
- ACCA Fundamentals or equivalent
OR
- Associate Degree, AAT, CAT or equivalent qualifications with at least Two (2) years' auditing or accounting experience.

Authority:

- To access relevant files/records/documents

Specific Conditions associated with the job

- May 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