

JOB SPECIFICATION AND DESCRIPTION

JOB TITLE: Z-FIELD AUDITOR

JOB CODE: T2042

DATE REVISED: 2007-10-09

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

REPORTS TO: PERMANENT SECRETARY

RECEIVES FUNCTIONAL DIRECTIONS FROM: DESIGNATED OFFICER

SUPERVISION GIVEN TO:

DIRECTLY:

INDIRECTLY:

LIAISES WITH:

INTERNALLY:

EXTERNALLY:

PURPOSE: To ensure accounts and stores are audited and all abnormalities/irregularities are identified and corrected.

KEY OUTPUTS:

- Records of actual stock assets and cash.
- Recommendations towards adherence to government regulations on issues and purchase of assets and stores.
- Recommendations to safeguard public funds and stores.
- Annual work programme for section.

PERFORMANCE CRITERIA:

- Adherence to government regulations on issues, and purchase of assets and stores.
- Maintain confidentiality of all information arising out of internal audit activities and all matters within the department.
- Frequent out of town travel to ensure accurate internal audits.

DUTIES AND RESPONSIBILITIES:

- To prepare and evaluate an annual audit plan (work programme) for submission to the Permanent Secretary for review and approval.
- To examine and assess the adequacy and effectiveness of the Ministry's systems of internal control and quality of performance in carrying out assigned responsibilities.
- To assess and report on the effectiveness of risk management.
- To assess the financial process (accounting system) to detect control deficiencies and weaknesses; develop appropriate recommendations and action plans for remediation.
- To design and implement audit plans and programmes to routinely evaluate control for the entire Ministry's operations including policy compliance.
- To develop and implement procedures to undertake periodical and ongoing internal audit of all Financial Operations of the Ministry of Education: *Home Affairs*
- To ensure that audits are properly planned, documented and controlled with the applicable standards (Financial Administration and Audit (Amendment) Act 1993).

- To ensure that adequate audit steps are under taken to verify the completeness, accuracy and valuation as appropriate, of a transaction area or cycle.
- To manage audits to ensure detailed examination and verification of ledger entries, bank statement, inventories, expenditures and other accounting and financial records on the Ministry to ensure accuracy and compliance with established standards, procedures and internal controls.
- To report to the Permanent Secretary on any error or irregularities and the non-compliance with the application of the laws, regulation, standards, terms and conditions, systems and procedures and the authorities governing the transaction of the Ministry.
- To manage the department's approved budget prudently.
- To perform any other related duties that may be assigned by a duly Authorised Officer.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Degree in Accountancy from the University of Guyana with (2) two year's related experience

OR

G.C.E. 'O' Level/C.X.C. (General I - III, Basic I) in five (5) subjects including English Language plus six (6) years experience at least two (2) years as an Auditor.

OR

- Complete Secondary education with ten (10) years relevant experience at least two (2) of which should be as an Auditor.
- Must be computer literate.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent must be able to give advice when asked by Heads of Divisions to guide their purchase and issue actions. Incorrect advice could lead to improper procedures hence accountability to the State Audit Department. This would necessitate thorough knowledge of financial and storekeeping regulation, therefore no major decision making is required. Problem solving is routine and operational. The impact on results will be felt when there are irregularities and stock shortages.

RESOURCE MANAGEMENT:

- The job holder supervises subordinates, he/she is not a budget holder.

COMMUNICATIONS: There is need for the job holder to be tactful in communicating with Divisional Heads to gain their co-operation when eliciting information and ensuring recommendations are implemented.

WORKING CONDITIONS: Mainly office duties with the necessary inspections to other offices and stores.

THIS DOCUMENT IS A TRUE AND ACCURATE DESCRIPTION OF THE JOB TITLE:

INCUMBENT:

SIGNATURE _____ NAME _____ DATE _____

SUPERVISOR:

SIGNATURE _____ NAME _____ DATE _____

CERTIFIED CORRECT:

SIGNATURE _____ NAME _____ DATE _____

APPROVED:

SIGNATURE _____ NAME _____ DATE _____

COUNTERSIGNED:

SIGNATURE _____ NAME _____ DATE _____