

JOB SPECIFICATION AND DESCRIPTION

JOB TITLE: FIELD AUDITOR

JOB CODE: T0528

DATE REVISED: 2011-10-22

MINISTRY/DEPARTMENT: THROUGHOUT THE PUBLIC SERVICE

REPORTS TO: PRINCIPAL ASSISTANT SECRETARY (F)

RECEIVES FUNCTIONAL DIRECTIONS FROM: SUPERVISING 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.

DUTIES AND RESPONSIBILITIES:

Prepares annual work programme.

Supervises the Field Audit branch to ensure that the work programme is executed. This includes:

- (a) Checking all "Requisitions to Purchase" (RTPs) and collate them with actual bills and invoice of purchase.
- (b) Checking that all items purchased are correctly recorded.
- (c) Checking that all Issue Vouchers are properly authorized.
- (d) Checking that all balances on records Bin-cards match that of all actual stocks.
- (e) Reporting anomalies on forms and written reports.
- (f) Formulating recommendations for adherence of procedures and issuing of assets and stocks.
- (g) Investigating and reporting on deficiency of assets and stock level.

Gives advice on labour and material cost of contracts to build, repair and maintain all buildings.

Ensures that effective audits of the financial accounting system are carried out.

To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

Diploma in Accountancy or equivalent qualification from a recognised institution PLUS two (2) years' experience in Auditing or accounting.

OR

G.C.E. 'O' Level/C.X.C. (General I - III, Basic I) in at least five (5) subjects including English language and Mathematics PLUS a minimum of six (6) years relevant experience at least two (2) years of which should be at the level of Assistant Field Auditor.

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 one (1) Assistant Field Auditor and one (1) Stock Verifer, 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 _____