**SUPERVISOR OF AUDIT – Two (2) positions available**

**Minimum Age Limit:** 30 years

**Basic purpose of position:**

1. Responsible for the management of an audit team
2. Provide assistance for the administration of the Finance and Audit Reform Act
3. Deputize in the absence of the Deputy Auditor General

**Analysis of Position**

**Essential Duties and Responsibilities**

1. **PROVIDE TECHNICAL SUPPORT TO OFFICERS, CLERKS AND THE UNIT**
2. Supervise and train section members assigned to audit teams
3. **MANAGE THE ASSETS AND HUMAN RESOURCES FOR THE UNIT**
4. Resources person for job training
5. Assess audit logic matrices
6. **MANAGE THE IMPLEMENTATION OF POLICIES AND OPERATING PROCEDURES**
7. To carry out auditing of the programs allocated to the section and ensuring completion within the specified period.
8. Supervise surprise cash surveys
9. Provide support to the Auditor General or Deputy Auditor General in providing evidence to the Public Accounts Committee
10. Audit of Capital Works
11. **ENSURE APPLICATION OF REGULATIONS AND AGREEMENTS**
12. **PROVIDE ASSISTANCE FOR THE PREPARATION OF THE ANNUAL BUDGET**
13. **MONITOR UNIT OPERATIONAL PLANS**

a.Checking of annual statements prepared by the Accountant General

b. Assist in the preparation of the Annual Report.

c. Efficiently execute audit assignment

1. **DEVELOP, EXECUTE AND MONITOR TRAINING PLANS FOR UNIT**
2. **SUBMIT MONTHLY REPORTS AS REQUIRED**
3. Processing work and writing, and processing of reports for audited entities.
4. Provide quality assurance in the composition and presentation of reports
5. **ANY OTHER DUTIES ASSIGNED**
6. **PERFORM ELECTION DUTIES AS ASSIGNED**
7. **PERFORM HURRICANE DUTIES AS ASSIGNED**

**Qualifications required:**

* Be in possession of a Bachelor Degree and 5 years Supervisory experience in relevant field such as: Public Finance, Public Sector Management, Accounting, Management Studies, Economics, Business Administration.
* The following would be an asset:-
* AAT Level III or equivalent;
* Certified courses in Money Laundering, Fraud Exam;
* Complete either a senior Audit Officers course offered by the National Audit Office-UK or General Accounting Office (GAO) or Canadian Comprehensive Auditing Foundation (CCAF) Fellowship Program including Instructor Training.

**Experience:**

* Four (4) years experience at the Examiner of Accounts Level I or a lateral position within the Public Service.

\*\*Promotion criteria to be determined for external applicants.

**Competencies/Skills:**

**Technical:**

1. Experience in applying relevant Legislation, Regulations, Policies and Agreements;
2. Ability to communicate effectively both orally and in writing;
3. Experience in resource management;
4. Demonstrate and maintain effective leadership skills;
5. Ability to interpret technical managerial reports;
6. Ability to identify and assign resources (Financial and Human) to meet objectives;
7. Ability to plan, organize and monitor work to ensure achievement of desired Goals.

**Behavioral:**

1. Ability to make decisions in a timely manner;
2. Time management skills;
3. Ability to demonstrate and maintain effective leadership skills;

**Supervisory Responsibility (Number of persons Supervised and their respective positions):**

Dependent on the Office’s structure

**Special work conditions (physical demands, job hazards, pressures):**

1. Adherence to statutory requirements;
2. Prepared to travel locally and abroad.

**Salary Payscale** - Payscale 22 of $38,064 x 1,596 - $68,388 per annum.