



JOB DESCRIPTION **CONTRACTUAL POSITION**

JOB TITLE: INTERNAL AUDITOR

JOB SUMMARY:

The Internal Auditor will be responsible for the planning, execution, and management of Risk Based Internal Audits covering all functional aspects of the Agency. His/her responsibilities include but are not limited to Agency compliance to Finance, Operations, and Information Systems policies and practices, reviews of the policies, procedures, and practices of the organization as approved by the Audit Sub-Committee of Land Settlement while coordinating the day-to-day activities of the Audit Department, to ensure the Agency's compliance with its mandate.

REPORTS TO:

- Audit Sub-Committee of Land Settlement Agency
- Chief Executive Officer

SUPERVISION GIVEN TO:

- Audit Assistant

DUTIES AND RESPONSIBILITIES

- Interfaces with the Ministry, Auditor General and other Stakeholders where necessary
- Plans and organizes the activities of the Internal Audit Department including the development and implementation of a comprehensive, practical program of audit in accordance with accounting and auditing standards, practices and guidelines
- Ensures maintenance of high departmental standards and quality of audit projects by: reviewing and approving audit programs and time budgets
- Implements policies and establishes procedures covering the scope of audits
- Reviews and evaluates work papers of completed projects to be certain that adequate documentation has been gathered and provides an adequate basis for reporting
- Establish and retain effective working relationships and to communicate clearly and effectively, both orally and in writing
- Coordinates coverage with independent External Auditors
- Collect, analyse and evaluate facts and to prepare and present concise oral and written reports
- Maintain current knowledge of developments related to matters of internal audit, particularly legislation changes and developments as they affect the Government and LSA
- Performs related work as may be required

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Proficiency in audit procedures, including planning, techniques, test and sampling methods involved in conducting audits
- Knowledge of computerised accounting and auditing record keeping systems

SKILLS AND ABILITIES:

- Effective time management and organizational skills
- Excellent leadership, coaching and development skills
- Excellent interpersonal skills
- Proven critical thinking / analytical and negotiation skills

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidenced by Level 2 ACCA or First Degree in Accounting
- Three 3 years' experience in Auditing or related field
- A professional qualification from one of the recognized professional Accounting Bodies:
 - Certified Information Systems Auditor (C.I.S.A.) or
 - Certified Internal Auditor (C.I.A) qualification will be a definite asset.
- Considerable knowledge of accounting and auditing principles
- Considerable knowledge of the Exchequer and Audit Ordinances, Financial Regulations and Instructions and other related laws and regulations
- Possess experience in a computerised environment and capable of using
 - Auditing software