

Job Title	INTERNAL AUDITOR
Division	Commissioner's Office
Location	Head Office
Salary Band	Four (4)
Objective	To plan, organize and carry out the internal audit function including the preparation of an audit plan which fulfils the responsibility of the department, scheduling and assigning work and estimating resource needs.
Main Responsibilities	<ol style="list-style-type: none"> 1. Reports to both the Senior Internal Auditor and management on the policies, programs and activities of the department. 2. Coordinates coverage with the external auditors and ensures that each party is not only aware of the other's work but also well briefed on areas of concern. 3. Makes recommendations on the systems and procedures being reviewed, reports on the findings and recommendations and monitors management's response and implementation. 4. Reviews and reports on the accuracy, timeliness and relevance of the financial and other information that is provided for management. 5. Works with management to ensure a system is in place which ensures that all major risks of the Commission are identified and analyzed, on an annual basis. 6. Conducts any reviews or tasks requested by the Senior Internal Auditor, chief executive or finance director, provided such reviews and tasks do not compromise the independence or objectivity of the internal audit function. 7. Provides both management and the audit committee with an opinion on the internal controls in the Commission. 8. Performs other work-related duties that may be assigned.
Working and reporting relationships	Reports to: <ul style="list-style-type: none"> • Commissioner • Senior Internal Auditor

	<p>Working relationships (internal):</p> <ul style="list-style-type: none"> • Financial Controller • Manager, Corporate Affairs • Manager, Land Administration Division • Manager, Surveys Division • Manager, Land Information and Mapping Division <p>Working relationships (external):</p> <ul style="list-style-type: none"> • Auditor General Office • Other Accounting and Auditing Bodies
<p>Job specifications</p>	<p>Qualifications: Bachelor Degree in Accounting, ACCA Level 11, or related degree combined with public accounting and/or internal audit experience.</p> <p>Experience and Knowledge: Two (2) years of accounting and/or auditing experience. General understanding of audit process in the public sector. Understanding of financial computer systems. Strong organization and communication skills.</p> <p>A knowledge of audit procedures, including planning, techniques, test and sampling methods involved in conducting audits</p> <p>A knowledge of computerized accounting and auditing record keeping systems</p> <p>The ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports</p> <p>Personal characteristics: He/she must be able to communicate well, with particular emphasis on clear and accurate writing and verbal communication. He/she must respect confidentiality and must be a person of the utmost integrity.</p>