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| Job Title | SENIOR INTERNAL AUDITOR |
| Division | Commissioner's Office |
| Location | Head Office |
| Salary Band | Five (5) |
| Objective | To perform complex operational, compliance, financial, and investigative audits and provide management advisory services. To provides guidance and review of lower level auditors. |
| Main Responsibilities | <ol style="list-style-type: none"> 1. Plans the theory or scope of audits and the audit procedures to be used. Prepares the audit program. 2. Performs and/or supervises the preliminary survey of operations, functions or activities and gathers information on key business risks. Evaluates the adequacy of the controls designed to manage those risks. Discusses strengths and opportunities for improvement with management and develops recommendations for improvement. 3. Prioritizes and delegates tasks to the audit team, supervises their daily performance and coordinates resources. Keeps manager informed of audit progress. Manages the audit so that time is efficiently used, deadlines and budgets are met, and departmental quality assurance standards are maintained. 4. Uses and/or supervises the use of standard audit techniques to obtain, analyze and appraise data, transactions and records as a basis for providing an objective opinion on the performance of the business activity and the effectiveness of key risk management activities. 5. Prepares and/or supervises the preparation of organized, accurate and competent work papers ensuring that documentation clearly supports the conclusions regarding each audit objective. 6. Provides information and sound recommendations to management throughout the engagement. Prepares the final issues matrix and written report and obtains action plans on audit issues. Makes presentations to management, as needed. 7. Builds client relationships through professionalism, |

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| | <p>facilitative communications and constructive responses to client needs.</p> <p>8. Trains staff and creates a positive learning and working environment through delegation, counseling and coaching of staff and review of their work. Maintains positive team relationships by demonstrating and supporting initiative, willingness to learn, flexibility, respect, cooperation and commitment to the success of Audit Services.</p> <p>9. Applies advanced analytical skills and knowledge of current auditing developments and standards to formulate appropriate solutions to problems and advise clients and staff.</p> <p>10. Performs other work-related duties that may be assigned.</p> |
| <p>Working and reporting relationships</p> | <p>Reports to:</p> <ul style="list-style-type: none"> • Commissioner • Lands and Surveys Commission Board <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 |

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| <p>Job specifications</p> | <p>Qualifications: Bachelor Degree in Accounting, ACCA Level 111, CPA certification or related degree combined with public accounting and/or internal audit experience.</p> <p>Experience and Knowledge: Three to five 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>The ability to maintain current knowledge of developments related to business matters of interest to internal audit, particularly legislation changes and developments as they affect the commission, and new auditing techniques and practices.</p> <p>The ability to work unsupervised.</p> <p>Computer Experience: Must be capable of performing tasks using the following software:- -Microsoft Word -Microsoft Excel -MS Access -Any Computer Accounting Software</p> <p>Analytical and Logical Skills: Problem solving, planning and organizing skills 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 respect confidentiality and must be a person of the utmost integrity.</p> |
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