



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

Internal Auditor (Level 5)

QUALIFICATION AND EXPERIENCE:-

- B.Sc. Degree preferable in Accounting, Business Administration, Management, Economics, Legal; or
- A.C.C.A. Fundamentals or equivalent and no experience; or
- Qualifications for entry level audit position (FMG/ASI) plus at least two years auditing or accounting experience.
- Auditing certification desirable such as: CIA, CISA, CFE or CRMA

SKILL REQUIREMENTS/KEY COMPETENCIES : -

- Good Knowledge of the FAA Act, Financial Instructions to Executive Agencies (FIEA), International Public Sector Accounting Standards (IPSAS) and other relevant laws/circulars.
- Knowledge of Risk Based Auditing and an understanding of the relationship between risk, control and governance.
- Familiar with the accounting cycle, its typical functions, common accounting entries, relationship with financial statements and critical accounting records including revenue expenditure and payroll.
- Basic knowledge of the Agency's operations and an appreciation of its policies and practices.
- Ability to effectively use Computer aided audit techniques in the audit process.
- Analytical thinker with good conceptual and problem-solving skills
- Highly developed interpersonal and communication skills.
- Good interviewing, evaluative and report writing skills.

REPORTING RELATIONSHIP

Reports to: The Senior Auditor

PRINCIPAL FUNCTIONS:-

- Briefing – on the department/unit to be audited by way of studying relevant files manuals, organization charts, desk instruction etc.
- Collaborate with Senior Auditor to prepare relevant audit programmes and conduct background research.
- Fact-finding – this will include interviewing operational and management staff; examination and interpretation of relevant laws and operational procedures to ensure conformity; ascertain and recording of systems; evaluation of adequacy of systems control.
- Testing – Obtain, analyse and appraise evidential data as a basis for an informed, objective opinion on the adequacy and effectiveness of the system and for the efficiency of the performance of the activities being reviewed.

SALARY: \$3,094,839.00 per annum

Applications should be submitted no later than

Tuesday February 13, 2024 to:

Human Resource Manager

National Works Agency

140 Maxfield Avenue, Kingston 10 or

Application can be sent via email to: Recruitment@nwa.gov.jm

Previous Applicants need not apply.