

CAREER OPPORTUNITY



The Jamaica Information Service (JIS), an Executive Agency, invites applications from suitably qualified professionals for the following position:

CHIEF INTERNAL AUDITOR

Job Scope: Functionally reporting to the Audit Committee and administratively reporting to the Chief Executive Officer, the successful candidate will be required to manage the audit and reporting process, and ensure compliance and consistency with Government, departmental and generally accepted auditing standards.

Core Functions

- Assess the Agency's operations in order to identify and prioritise risks that impact its ability to perform its mandate
- Verify the level of compliance by the Agency with various Acts, Circulars, Guidelines, and Procedures issued by Ministry of Finance as well as the Office of the Prime Minister and other relevant authorities
- Review the Agency's accounting systems and internal control procedures to ensure they give a true and fair view of the Agency's performance and financial position and assure compliance with statutory requirements
- Determine the adequacy of the internal controls established for the production and dissemination of information to the public whether it conforms to set standards
- Advise management on the financial impact or policy significance of its actions
- Review computer-based information systems for appropriate levels of control, documentation, audit trails and security
- Act as Advisor to management in their efforts to identify and improve controls, procedures and systems efficiencies
- Review and update the Agency's audit policies and procedures in accordance with auditing standards
- Review and validate the Key Performance Indicators for each department and the Agency to ensure that the agreed performance standards are in accordance with the Corporate Operating Plans and budgets
- Liaise with external auditors where appropriate in the preparation of audit plans
- Conduct special investigations, projects and programmes as requested by management
- Develop and implement annual audit plan and co-ordinate audit programmes for all areas of the Agency's activities
- Ensure compliance with the Institute of Internal Auditors Standards

Qualification and Experience

- A Master's Degree in Accounting from a recognised University, ACCA Level III or equivalent qualification/training
- Five (5) years' internal and/or external auditing experience
- Excellent communication skills – oral and written
- Excellent analytical and problem-solving skills
- Sound knowledge of the Financial Administration and Audit Act (FAAA) Financial Instructions to Executive Agencies and Government Procurement Guidelines
- Thorough knowledge of accounting principles, internal controls, and generally accepted auditing standards
- Thorough knowledge of internal audit evaluation methods and procedures
- Good knowledge of relevant accounting computer applications, such as Peachtree
- High level of professionalism and good interpersonal skills
- Institute of Internal Auditors (IIA) membership would be an asset

Applications along with résumés should be forwarded no later than **June 9, 2017** to the:

**Director, Human Resources
Jamaica Information Service
58A Half-Way Tree Road, Kingston 10
Email address: hrmanager@jis.gov.jm**

We thank all applicants for their expressions of interest; however, only shortlisted candidates will be contacted.