



Career Opportunity

Applications are invited from suitably qualified persons to fill the following position in the **Ministry of Health and Wellness, Executive Management, Internal Audit Unit.**

Assistant Auditor (FMG/AS 1) (vacant)

Salary \$3,501,526 per annum

JOB PURPOSE

Reporting to the Audit Supervisor, the Assistant Auditor examines accounting systems, internal controls, risk management, and governance processes for the Ministry and its Departments/Agencies.

KEY OUTPUT

- Risk matrix developed;
- Compliance, Operational, Performance, Financial, and Information Technology audits conducted;
- Accounting and Operations records examined;
- Working papers prepared on Teammate
- Weekly and Monthly updates on audits/assignments prepared and submitted
- Interim reports are submitted to the Audit Senior.

KEY RESPONSIBILITY AREAS INCLUDES:

- Assesses the adequacy of internal controls over financial reporting, safeguard of assets, compliance with laws and the efficiency and effectiveness of operations;
- Scrutinizes operations records which includes; financial statements, payments vouchers, receipts, cash books, journal vouchers, Value Book with registered slips;
- Examine accounting systems, internal controls, risk management and governance processes of the ministry and its portfolio entities;
- Verifies statements, payments and assets i.e. stores, furniture and equipment inventory;
- Manages Assignments using auditing tools (TeamMate & ACL) and prepare working papers for submission and review;
- Clarifies any queries on working papers prepared;
- Assists in the preparation of preliminary recommendations and drafting of reports;
- Performs other related duties as assigned from time to time by the Audit Supervisor or the Chief Internal Auditor.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree, AAT, ACCA-CAT; OR
- ACCA Foundation Courses including, but not limited to the Knowledge Module –F1–F3 OR
- ACCA Level 1
- Professional Qualification: Certified Accounting Technician –ACCA CAT, Accounting Technician –AAT
- One (1) year or more related working experience

Applications with résumés are to be submitted no later than **Friday, November 15, 2024** to:

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm**

The Ministry of Health thanks all applicants for their interest; however, please note that only short-listed candidates will be contacted.