



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.**

Audit Clerk (FMG/AUC 1) (not vacant)

Salary \$1,711,060 per annum

JOB PURPOSE

Reporting to the Senior Auditor, the incumbent is responsible for the examination of transaction, records, and documents both financial and operational to determine compliance with the provisions of relevant laws, regulations, policies, and rules and identify any weakness in the Internal Control, Governance, and Risk Management with a view to making recommendations for possible solutions

KEY OUTPUT

- Accounting records vouched;
- Working papers prepared on TeamMate;
- Draft report prepared;

KEY RESPONSIBILITY AREAS INCLUDES:

- Scrutinizes accounting records such as, payment vouchers, receipts, cashbooks, lodgement books, and value books with registered letter slips;
- Verify Pre-audit activities (gratuity payment, salary arrears, Tuition refund, costing, vacation leave, widows and Orphans, Salary Overpayment and indebtedness);
- Examine general receipt book/other official receipt books;
- Verification of Assets i.e. store, furniture and equipment inventory;
- Perform Cash Management Audit (cash inspections and petty cash);
- Prepare and manage Audit engagements/assignment using auditing tools (Teammate & ACL);
- Clears any queries on working papers prepared;

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Four (4) GCE O' Level subjects (Grades A-C); including a numeric subject and English Language **OR**
- AAT level 1 **OR**
- ACCA-CAT level A/Level 1

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.