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| Position Title: | Junior Auditor |
| Job Grade: | Three (3) |
| Department: | Office of the Chairman |
| Position Reports to: | Chief Internal Auditor |
| Position Status: | Contract |

SUMMARY OF POSITION:

The Junior Auditor will provide technical and administrative support to the internal audit team in reviewing the Authority's systems of internal controls and processes in accordance with accepted professional standards to ensure adherence to applicable laws, regulations and statutory requirements.

PRINCIPAL ACCOUNTABILITIES / KEY FUNCTIONS:

- ⇒ Perform the auditing procedures assigned to him/her and inform the Lead Auditor about auditing or accounting problems encountered.
- ⇒ Assist in carrying out audit tests, evaluate the results, draw conclusions and discuss with the Lead Auditor.
- ⇒ Assess risks and provide recommended actions to mitigate risks.
- ⇒ Observe control procedures and attend physical counts and perform sample tests as instructed. Analyze and evaluate accounting documentation, reports, data, flowcharts, etc.
- ⇒ Conduct follow up audits to monitor control remediation
- ⇒ Prepare routine correspondence, manuals, audit schedules and agendas on behalf of the internal audit team.
- ⇒ Screen incoming telephone calls and visitors to the internal audit department; and researches more complex enquiries and responds or escalates enquiry as appropriate.
- ⇒ Manage, schedules and maintain a calendar of appointments, meetings and off-site activities, travel itineraries, coordinates related arrangements, and establishes agendas for the internal audit team.
- ⇒ Prepare presentation materials to assist the Lead Auditor and Auditor in meetings and discussions; schedules and coordinates meetings and prepares and distributes meeting minutes.
- ⇒ Assist with special projects as needed such as gathering, analyzing and preparing annual budget materials and reports, and various preparations for Board and senior management meetings.
- ⇒ Maintain and organize the internal audit office operations and procedures such as information management, the filing system, requisition of supplies and other administrative services.
- ⇒ Performs other related duties as assigned by the Lead Internal Auditor.

| REQUIRED QUALIFICATIONS & EXPERIENCE: | |
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| Education: | Minimum <ul style="list-style-type: none"> An Associate Degree in Accounting or Finance; or Certified Accounting Technician or completions of Level I ACCA, CIMA. |
| Certification: | <ul style="list-style-type: none"> |
| Experience: | Minimum <ul style="list-style-type: none"> Two (2) years' experience working in an auditing, accounting or finance environment. |

| REQUIRED BEHAVIORAL COMPETENCIES: |
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| <ul style="list-style-type: none"> Integrity Time Management Oral and Written Communication Customer Service Problem Solving Attention to Detail |

| REQUIRED SKILLS: |
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| <ul style="list-style-type: none"> Ability to maintain confidentiality in the performance of duties. Good organizational skills and ability to multi-task and prioritize. Ability to perform basic accounting and audit analyses under supervision. Working knowledge of the laws relevant to accounting and financial management. Working knowledge of CPIMS+ and Lanteria software systems. Competent in computer usage and the Microsoft Office Suite of programmes (including Word, Excel and Power Point). Proficiency in computer usage and the Microsoft Office Suite. Ability to build trust, credibility and effective working relationships with all levels of staff within the Children's Authority. |

| POSITION SCOPE: | |
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| Reports: | |
| Direct | <ul style="list-style-type: none"> Nil |
| Indirect | <ul style="list-style-type: none"> Nil |

| KEY CONTACTS: | |
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| Internal: | <ul style="list-style-type: none">▪ Chairman of Board of Management▪ Chief Executive Officer▪ All staff |
| External: | <ul style="list-style-type: none">▪ External Auditors |