



## JOB DESCRIPTION

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Job Specification: **Internal Auditor**

Job Grade: **FMG/AS 3**

### **JOB PURPOSE:**

Under the general direction of the Chief Executive Officer (CEO), ensures that the Government's and PBCJ's regulations, policies and procedures are adhered to, and internal controls are adequate to maintain the integrity of the operations.

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### **KEY OUTPUTS:**

- Inputs provided for Operational Plan
- Risk Matrix Prepared
- Individual Work Plan Prepared
- Audit Programmes developed
- Audit requests completed
- Investigations and Special investigation conducted
- Attend meetings as required
- Audit files secured

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### **KEY RESPONSIBILITY AREAS**

- Provides technical advice to the CEO, Board, Managers and other relevant personnel on audit and regulatory matters;
- Advises the CEO on the need for special audits to investigate deviation from established procedures and operational inefficiencies;
- Participates in the development of the strategic direction of the Corporation;
- Facilitates the administration of the Audit Committee and contributes to the continuous improvement of the Audit process within the Corporation
- Reviews the operations of the Finance and Accounts Department, Procurement, Human Resource, Technical, Facilities and other departments within the PBCJ, in accordance with the guidelines of the FAA Act;

### **KEY RESPONSIBILITY AREAS**

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- Liaises with the Technical Operations Manager and the Computer Technician/ Systems Administrators to ensure adequate control procedures are implemented to provide effective computerisation of accounting systems, and their efficient operation;
- Conducts annual audit reviews in respect of the external audit, and the parent ministry's internal audit;
- Ensures that control procedures are maintained in the following areas they relate to the integrity, control and timeliness of the PBCJ's operation:
  - ✓ Receipt of payments
  - ✓ Payment of Arrears
  - ✓ Receivables
  - ✓ Procurement
  - ✓ Disbursement
- Ensures adequate policy and procedural support are in place to safeguard the assets;
- Manages the process for the review of organizational activities in order to determine its compliance with policy parameters;
- Manages the process for the review of the operational effectiveness and efficiency of programmes and activities carried out by the Corporation;
- Prepares and reviews audit reports and makes recommendations for changes in processes and procedures;
- Monitors audit findings and makes recommendations to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are adhered to;
- Performs audits of HR documents ie. VL Computations, Tuition Refund, Final Payments etc.
- Developments the operational audit plan
- Represents the unit at meetings and seminars as directed

## TECHNICAL / PROFESSIONAL RESPONSIBILITIES

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- Conducting Risk Assessment
  - Determines audit approach, i.e., plans the theory and scope of audits
  - Prepares the audit programmes
  - Develops and applies auditing procedures and techniques in conducting operational, financial and value for money audits
  - Assesses the adequacy, efficiency, effectiveness and compliance with relevant laws, regulations and other stipulated guidelines in achieved desired objectives
  - Verifies the accuracy of financial and other records
  - Performs special investigations as instructed and prepare interim or final report
  - Prepares working papers for audits conducted
  - Reviews and signs off on working papers for direct reports
  - Performs entry and exit interviews i.e., discusses audit areas and findings with relevant Managers/Departmental Heads
  - Consolidates overall audit findings
  - Prepares Reports on audit findings stating deficiencies, make appropriate recommendations and submit report to the CEO
  - Follows-up on Manager's responses to audit report to determine whether deficiencies are corrected, improved procedures and implemented
  - Conducts special investigations/assignments as directed by the CEO
  - Assist in the preparation of Quarterly reports for submission to the Ministry of the Finance and the Public Service
  - Represents the Internal Audit Unit at meetings as directed or in the absence of the CEO
  - Ensures the security of audit files
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### **AUTHORITY**

- Signs off on audit working papers
  - Reviews working papers, current and permanent files
  - Recommends corrective actions
  - Initiate follow-up actions
  - Represents the Chief Executive Officer at meetings, seminars etc. as necessitated
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### **REQUIRED KNOWLEDGE, SKILLS and COMPETENSIS**

- Excellent knowledge of current auditing principles, standards and techniques
  - Excellent analytical and problem solving skills
  - Excellent interpersonal and customer service skills
  - Excellent presentation, oral and written communication skills
  - Excellent planning and organizing skills
  - Ability to lead and work in team
  - Working knowledge of relevant computer applications
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- Knowledge of internal audit techniques and auditing standards
  - Excellent Knowledge of laws, Financial Administration and Audit (FAA) Act, Staff Orders, Public Service Regulations and other instructions governing both the financial and operational aspects of the Organization
  - Knowledge of accounting principles and standards
  - Knowledge of management practices and principles
  - Ability to analyze and interpret financial and accounting reports
  - Good organizing skills
  - Ability to maintain confidentiality
  - High degree of integrity and diplomacy
  - Good analytical skill
  - Working knowledge of supervisory practices and standards
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### MINIMUM REQUIRED EDUCATION and EXPERIENCE

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics
- ACCA Fundamentals or equivalent; plus, over five (5) years' auditing experience and relevant experience in the specialized area;
- Completion of government auditing courses and Professional Audit Training would be an asset.

### REMUNERATION PER ANNUM:

- **Salary Scale - \$1,577,167 – \$1,874,755**

Applications accompanied by resume to be submitted no later than **Friday, June 18, 2021** to:

**Director, HR Management & Development**  
Public Broadcasting Corporation of Jamaica  
5-9 South Odeon Avenue, Kingston 10  
Email: [hr@pbjamaica.org](mailto:hr@pbjamaica.org)

**Please note that responses will be sent to short-listed applicants only.**