



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Audit Principal

MINISTRY: Governor's Office

DEPARTMENT: National Audit Office

LOCATION: Providenciales

JOB SUMMARY:

The Audit Principal supports and assists the Senior Financial Audit Manager and Auditor General to effectively carry out their responsibilities in accordance with the mandate of the National Audit Office (NAO). The Audit Principal leads on assignments and individually performs audits as directed by the Senior Financial Audit Manager and or the Auditor General, in accordance with International standards on auditing. The types of audits conducted include financial, compliance, value for money, IT, fraud and special audits.

JOB DIMENSION:

The dimensions of the job cover independent audits of the entire Government (Ministries/Departments), statutory bodies, bodies promoting good governance and other public corporations, and any other audits as directed by the Auditor General.

KEY RESPONSIBILITIES, DUTIES AND SKILLS:

The Audit Principal is responsible for conducting detailed risk based planning, fieldwork, reporting for audits which he/she is assigned so as to achieve the annual audit objectives of the NAO. Audits assigned are to be conducted on time and to budget.

Duties: Includes but are not limited to:

- Design audit work programmes and carry out audit planning in line with audit methodology.
- Carry out; financial statements audit of small to medium sized clients of various levels of complexity, and value for money and special audits as assigned.
- Conduct detailed tests of data to determine accuracy, completeness and reliability utilizing sampling techniques and quantitative analysis.
- Assist in reviewing audit work of other staff members as required.
- Identify issues with are relevant to the audit and draft audit reports supported by audit evidence.
- Follow-up to ensure audit recommendations are satisfactorily implemented.





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- Identify technical and complex matters during fieldwork (accounting and otherwise) and communicate to senior team members and the client.
- Prepares audit working papers in accordance with professional standards in order to provide adequate documentation for audit findings, conclusions, and recommendations
- Assist in developing other team members.
- Examine and report on the design and effectiveness of clients Internal Controls Systems.
- Demonstrate the appropriate use of technical knowledge on assignments
- Adheres to all Public Service Codes, Rules and Regulations.
- Performs any other duties assigned by the Head of Department.

QUALIFICATIONS & EXPERIENCE:

- The position requires, at a minimum, ACCA, CPA or other equivalent accounting qualification with membership in relevant professional body up to date.
- Having either a Certified Fraud Examiner (or equivalent) or a Certified Information Systems Auditor (CISA) designation or international equivalent would be an advantage.

EXPERIENCE:

- The position requires at least five (5) years of current or very recent audit experience, preferably gained from within the private assurance auditing firms or public sector auditing body.
- Experience and working knowledge of auditing standards and auditing financial statements of companies reporting under IFRS and/or IPSAS is required.

Skills:

- Good organizational, writing and oral skills. Ability to work under pressure within tight deadlines. Ability to multitask. Easily adapts to changes in the work environment. Ability to work on own initiative with limited to no supervision. Exhibit use of reasonable level of professional judgment.

Desired:

- Experience with working in an environment with multiple accounting systems. Experience working with and analyzing large sets of data.
- Experience in using accounting softwares.

SALARY: Grade 8 \$64,985.00 per annum

For persons recruited outside the Turks and Caicos Islands, the following benefits are offered in addition to basic salary: A two-year extendable contract; housing allowance, end-of-contract gratuity of 6% of salary, return passages for a family of up to two children up to the age of 18 years, duty free personal shipping imported within six months of the appointment.





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WORKING CONDITIONS

Hours of work: The job holder is required to work the hours prescribed in the rules. The job holder is required at times to work long hours specially to meet statutory reporting deadlines as required by the Auditor General.

APPLICATION PROCEDURE:

Résumés with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates, National Turks & Caicos Islander Status Card (where applicable) and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to: The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed.

Please note: (Applications that are not accompanied by all required supporting documents will not be processed).

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

