



GOVERNMENT VACANCY

JOB TITLE: Business Manager

MINISTRY: National Audit Office

LOCATION: Providenciales

Role Summary:

Supports the Auditor General in running the operations and stakeholder management of the NAO. Undertakes to collaborate with the Audit Manager, Quality and Standards in compiling audit best practices. Develop a competency for performance audits to international audit standards.

Key Duties & Responsibilities

- Ensure training of junior administration staff on office operations in Providenciales
- Analyze results of audit work to support the Quality Assurance process through creation of model audit file
- Undertake review / compilation of management information including budget updates
- Maintain up to date website postings and other relevant stakeholder engagement
- Support the auditor general in statutory responsibilities including submission of audit reports

- Involvement in the creation of the performance audit function.

Core Competencies

- Strong project management and information technology skills
- Good communication skills with all levels of the organization
- Good organizational skills for dealing with external information requests and provide support for scheduling key workshops and events
- Strong presentation skills to prepare reports and information for key management responsibilities relating to budgeting and financial management

Minimum Qualifications & Experience

- Bachelor's degree in relevant discipline
- 3–5 years of management experience
- Professional certification or near completion preferred

Performance Indicators

- Good organizational skills and training and mentoring of staff
- Quality documentation and responds to management requests in a timely manner
- Client relationship and responsiveness to key internal and external stakeholders
- Improving professional development including understanding performance auditing
- Achieving deadlines as per the business plans





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

Salary

Grade 8 \$65,985.00 per annum

