



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE:	Deputy Auditor General
MINISTRY:	Office of the Governor
DEPARTMENT:	National Audit Office
LOCATION:	Grand Turk with some travel to Providenciales
<u>Reports to:</u>	Auditor General

Job Purpose:

The Deputy Auditor General's key remit will be to carry out audits and to assist the Auditor General in achieving the mandate of the NAO as guided by law and industry recognized international standards through wide ranging duties and responsibilities.

Job Dimension:

The dimensions of the job cover; (a) 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. (B) Providing technical support and management to the Auditor General.

JOB SUMMARY:

The role of Deputy Auditor General (DAG) is a significant leadership appointment with wide-ranging responsibilities. As a member of the National Audit Office (NAO) management's team, the Deputy Auditor General is responsible and accountable to the Auditor General for providing leadership in the NAO and managing several audits as directed by the Auditor General.

KEY DUTIES AND RESPONSIBILITIES:

Strategic

- Contributes to the development of the NAO's purpose, vision, mission and goals into clear and effective strategic and operational policies, plans, programs and services
- Assist in developing and overseeing the implementation of the annual operational/audit plan; periodically assesses progress and recommends changes where necessary to achieve established objectives.
- Contributes to promoting financial and performance accountability throughout the public





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service and wider public

- Build and maintain collaborative working relationships with all stakeholders

Professional / Technical

- Carry out audits on more complex and sensitive areas as assigned by the Auditor General. Assignments to include Financial Statements audits, Performance Audits, Compliance Audits and Special Investigations.
- Review audit assignments and prepare comprehensive draft reports for the Auditor General's review.
- Identify major departures from accepted general accounting principles and significant departures from performance standards and deliverables during the conduct of audits.
- Ability to recognize and assist in correcting deficiencies in accounting practices and errors in transactions for significant complex transactions.
- Recommend areas for special investigations and undertake special investigations as required.
- Prepare and submit routine, special reports and position papers as required.
- Leads/participates in cross-functional work teams as required.
- Manages NAO staff teams and external audit firms (*as required*) to carry out and deliver financial, performance and compliance audits with the objective of providing assurances and other information to the Governor and House of Assembly in accordance with the prescribed Ordinances
- Foresee and solves technical and operational problems where there is limited or no precedent to guide the search for solutions.

Performance

- Performs assignments to high technical standards and budgeted timelines
- Achieves individual and organisational goals by providing clear direction, setting realistic deadlines, effectively managing work, and allocating resources in an efficient manner, and accepts accountability
- Provides input to NAO's plans, and creates work plans with measurable goals and objectives that are cascaded to direct reports and other staff members
- Demonstrates and encourages a results-focused culture; holds themselves and others accountable for their actions
- Empowers staff and effectively delegates accountability for results in alignment with authority/job levels
- Monitors progress / results against plan and report progress to the Auditor General

Other Responsibilities

- Performs other related duties that may from time to time be assigned by the Auditor General.
- Provides technical support to clients with due regard to the concepts of independence





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and accountability.

QUALIFICATIONS:

- Member of a professional accounting body such as CA, ACCA, CPA or CGA required. Membership must be in good standing in accordance with the relevant accounting body.
- A Certified Fraud Examiner (CFE) or Certified Information Systems Auditor (CISA) designation is considered an asset.
- Ten (10) years post-qualification and progressive auditing experience, five or more of which should be at a senior management level.

Experience

- The selected candidate must have recent and significant experience in medium to large entities in performing and managing audits including administering accounting policies and procedures and international auditing standards. Recent and significant experience is defined as the depth and breadth of experience that would normally be associated with performance of these functions as part of the major job duties accomplished for a period of not less than three of the last five years.
- Demonstrated track record in the management of complex projects and the provision of high quality audit services is required.
- Experience in leading and conducting Information Technology audits is desirable.

SALARY: **\$117,541.00 per annum plus allowances**

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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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.

