



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Internal Auditor
MINISTRY: Ministry of Finance, Economic Development, Investment & Trade
DEPARTMENT: Office of the Chief Internal Auditor (OCIA)
LOCATION: Grand Turk

JOB SUMMARY:

The successful candidate will be a part of a team performing financial, operational, and compliance audits across Ministries, Departments and Statutory Bodies. This role will be carried out under the guidance, direction and supervision of Senior Internal Auditor (SIA) and/or Internal Audit Manager (IAM). This role assists in providing assurance on:

1. the adequacy, reliability and efficiency of the systems of internal control;
2. the suitability of corporate governance arrangements and
3. the appropriate risk management strategies and processes in place within the TCI Government.

KEY DUTIES AND RESPONSIBILITIES:

Administrative

1. Regularly reporting progress on all assignments to the SIA or IAM or the CIA as directed.
2. Maintain a clean and organized work area, files and project documents.
3. Manage your time efficiently and ensure productivity is maintained in daily tasks.
4. Maintain a project assignment sheet and update regularly.
5. Develop and maintain productive working relationships with team members and client contacts.
6. Ensure compliance with Public Service Act, Public Service Handbook, OCIA Policies and Procedures and other legal requirements.
7. Perform other related administrative tasks as assigned by the SIA, IAM or CIA.

Audit Assignments

1. Conduct research into Ministries, Departments and Statutory Bodies.
2. Utilize appropriate audit techniques to interrogate data, information, files or documentation.
3. Conduct analysis of information and data obtained from various sources.
4. Draft audit programs and audit test procedures.
5. Conduct audit testing of assigned areas using standard internal audit procedures.
6. Identify reportable issues and identify deficiencies in control, governance and risk.
7. Evaluate compliance with laws, regulations, and policies.





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8. Document work conducted and analysis during all phases of the audit assignments.

(Initiation, Planning, Fieldwork, Reporting and Wrap Up)

9. Document work undertaken, analysis and audit findings in audit management software.

10. Preparing draft findings and communicate to Senior Internal Auditor or Internal Audit Manager.

11. Perform other related audit assignments tasks as assigned by the SIA, IAM or CIA.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- A recognized Bachelor's Degree in Accounting, Finance, Business Administration, Information Technology or equivalent.
- Hold either the CIA, ACCA, CPA, CMA designation or currently undergoing studies towards a professional internal audit or accounting certification.
- The successful candidate must be prepared to carry out studies (if not already started) towards the appropriate professional internal audit qualification or be prepared to undertake the necessary professional training.
- A minimum of two (2) years' experience in auditing, accounting, finance, compliance, risk management, business administration or government operations.
- Prior experience working with Project management principles
- Prior experience with an audit software, IDEA or ACL would be an advantage.

SALARY: **Grade 6.1 - \$45,992 per annum**

APPLICATION PROCEDURE

Resumes 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 and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). 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 all supporting documents will not be processed.

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

