



GOVERNMENT VACANCY

JOB TITLE: Junior Auditor

MINISTRY: National Audit Office

LOCATION: Grand Turk & Providenciales

Role Summary:

Independently performs audit work on assigned audited entities, including substantive testing, compliance testing, and contributing to audit conclusions and reporting.
Reports To: Senior Auditor, Team Leader, or Audit Supervisor

Key Duties & Responsibilities

- Support with risk assessment and audit planning for assigned cycles and entities.
- Support the performance of control design and operating effectiveness testing and substantive procedures.
- Support with the evaluation of the compliance with financial regulations, procurement rules, grant conditions, and appropriations.
- Prepare draft management letter points and sections of audit reports with balanced, evidence-based conclusions.
- Engage with auditee finance teams to validate facts, obtain explanations, and agree corrective actions.
- Use data analysis techniques to identify unusual trends, duplicates, or anomalies in large datasets.

Core Competencies

- Understanding of accounting/reporting (e.g., IPSAS/IFRS where applicable) and auditing standards or undertaken a thesis or dissertation
- Ability to interpret legislation, Treasury instructions, and policy frameworks
- Intermediate report writing and presentation skills
- Good IT skills in particular with excel and other Microsoft office suite.

Minimum Qualifications & Experience

- Bachelor's degree in relevant discipline

Performance Indicators (Examples)

- Quality of audit findings
- Quality of audit documentation and responds to coaching notes in a timely manner
- Client relationship and responsiveness from the client





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

- Improving professional development
- Achieving audit deadlines as per the audit plan

Salary

Grade 6 \$45,992.00 per annum

SALARY: GRADE 6.1 \$45,992.00 per annum

