



### **CHIEF AUDIT EXECUTIVE (LEVEL 8)**

**Basic Salary: \$5,597,715.00 - \$7,528,305 per annum.**

#### **JOB PURPOSE:**

Reporting to the Chief Executive Officer and Conservator of Forests, the Chief Audit Executive is responsible for managing the operations of the Internal Audit Unit (IAU); examining and evaluating the adequacy and effectiveness of the systems of management controls provided to direct the activities of the Agency.

#### **KEY RESPONSIBILITY AREAS:**

##### **Management/Administrative**

- Participates in the formulation of strategic/corporate plans for the Agency;
- Develops the corporate and operational plans and budget for the Unit.
- Ensures that the objectives of the Unit are clearly defined and communicated to staff.
- Develops and ensures the implementation of audit plans and work programs and that activities are carried out within established regulations and policies;
- Monitors and evaluates the Agency's corporate planning, budgeting, and risk management processes in respect of compliance with relevant Acts and guidelines;
- Monitors the financial resources of the Agency to ensure that expenditure is prioritized and in line with established criteria;
- Recommends improvements where inefficiencies are discovered;
- Keeps abreast of trends and developments in Internal Audit management and recommends their adoption/application where appropriate.
- Maintains permanent audit files for the Unit.
- Prepares and submits special activity and other reports as needed.
- Provides guidance/advice to the Chief Executive Officer on Internal Audit matters.
- Addresses technical and administrative problems that arise from time to time.
- Monitors the process for procurement of goods and services.
- Establishes and maintains systems/programs to foster a culture of service and teamwork within Divisions.
- Obtains advice from Audit Committee.

##### **Technical/functional**

- Analyzes annual reports, financial statements, and other records, using accepted accounting and statistical procedures, to determine financial condition;
- Reviews data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures;
- Conducts routine and special audits and reports on the results providing advice/recommendations and carrying out follow-ups on the respective functions within the Agency;
- Inspects account books and system for efficiency, effectiveness, and use of accepted accounting procedures to record transactions;
- Inspects cash on hand, notes receivable and payable, negotiable securities, and cancelled cheques;
- Reports to management about asset utilization and audit results, and recommends changes in operations and financial activities as necessary;
- Conducts site visits as necessary to monitor audit progress and/or provide guidance and on-the-job training. Ensures a smooth "client" interface;
- Analyses data for deficient controls, duplicated effort, extravagance, fraud, or non-

- compliance with laws, regulations, and management policies;
- Manages the preparation and submission of final audit reports on findings, recommendations, and/or other relevant comments;
  - Coordinates the distribution of and manages feedback and follow-up procedures on audit queries;
  - Examines payroll and personnel records to determine worker's compensation coverage;
  - Facilitates and participates in the development and implementation of financial and/or non-financial systems within the Agency;
  - Examines records, tax returns, and related documents, and makes recommendations if and when necessary;
  - Liaises with external auditors to provide required information and documentation;
  - Establishes and implements operational audit programs to review the extent to which the Agency has due regard for economy, efficiency, and effectiveness;
  - Prepares and submits monthly and quarterly reports and undertakes special investigations in accordance with instructions of Executive Agencies;
  - Confers with company officials about financial and regulatory matters;
  - Examine records and interview workers to ensure the recording of transactions and compliance with laws and regulations;
  - Directs activities of personnel engaged in filing, recording, compiling, and transmitting financial records;
  - Investigates and reports to the CEO instances of alleged misappropriation or fraud;
  - Attends court sessions and /or other related meetings to present audit results;
  - Performs other related duties that may be assigned from time to time;
  - Ensures the compliance of divisions/branches/units with Internal Auditing Standards.

### **Human Resources**

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programs;
- Provides leadership to staff through effective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring, and training, provides assistance and support as needed;
- Participates in the recruitment of staff for the Unit;
- Ensure that staff is aware of and adheres to the policies procedures and regulations of the Branch and Agency.

### **Required Competencies:**

The post-holder will be able to demonstrate:

#### **Technical**

- Excellent strategic leadership, management, and teambuilding skills;
- Knowledge of Government accounting principles, practices, and the FAA Act
- Expert knowledge of auditing principles and techniques;
- Working knowledge of laws, regulations, staff orders, and other instructions relevant to the Agency;
- Working knowledge of VFM/operational Audit, sampling techniques, and application of computer-assisted audit techniques
- Knowledge of Government and fiscal control principles;
- Excellent knowledge of Government procurement practices;
- Knowledge of financial management;
- Good knowledge of information technology and the scope it offers for supporting management and operations;

#### **Behavioural**

- Good problem-solving skills & tenacity;
- Sound analytical and strategic thinking;
- An ability to exercise sound judgment;
- Sound personal and professional integrity;
- Excellent customer orientation skills;
- Excellent oral and written communication, report writing, and presentation skills;
- Well-developed human resource management skills.

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- ACCA accreditation or equivalent

**OR**

- Master's Degree in Accounts, Finance, or related field **plus**
- Three (3) years' experience

**OR**

- Bachelor's Degree in Accounts, Finance or a related field
- Five (5) years related experience

**OR**

Any equivalent combination of qualifications and experience

Applications along with résumés should be submitted no later than **Friday, March 31, 2023 to:**

Senior Director,  
Human Resource Management & Development  
Forestry Department  
173 Constant Spring Road  
Kingston 8  
Email: [hrmd.fd@gmail.com](mailto:hrmd.fd@gmail.com)

*We thank all persons who express an interest; however, only short-listed applicants will be contacted.*