



CHIEF AUDIT EXECUTIVE (LEVEL 8)

Basic Salary: 5,597,715.00 – 7,528,305.00 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:

- 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 Branch 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 Branch;
- 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/ Professional Responsibilities

- 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 canceled 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 Resource Responsibilities

- 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.

PERFORMANCE STANDARDS:

- Operational plan is developed and implemented within established guidelines and timeframes and supports the Agency’s Mission, Vision, and priority programs;
- Audit recommendations lead to business improvement;
- Management of the Audit Branch is consistent with the Agency’s policies and procedures and effective checks and controls are maintained;
- Key deliverables are produced within the agreed timeframes to required standards;
- Sound and prudent advice which will minimize/eliminate audit queries and improve the Agency’s operation standards is provided;
- Team approach is adopted with other Divisions/Branches/Units;
- Confidentiality, integrity, and professionalism are displayed in the execution of duties and personal conduct;
- Welfare of staff is clearly identified and addressed;
- Adequate controls & tracking systems are implemented;
- Follow-up mechanism is implemented according to established guidelines.

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;

Behavioral

- 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 Account, Finance, or related field **plus**
- Three (3) years experience

OR

- Bachelor's Degree in Account, 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, February 2, 2024 to:**

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

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