

JOB VACANCY

HDC(161)-HR/IU/2021/487
16th September 2021

**Audit Officer
Internal Audit****MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF level 7 qualification in Accounting or relevant field or ACCA Skill Level. **(OR)**
2. Diploma or MNQF level 5 qualification in Accounting or relevant field with minimum 2 years of experience in audit and assurance.

OVERALL SCOPE

Assist in preparation of risk based internal audit work plan and delivery of audit assignments from planning through to completion.

SCOPE OF WORK

- Gathering information required for risk based annual work plan.
- Conducting risk assessments and identify controls in place to mitigate identified risks.
- Assist in planning, conducting and reporting of financial, regulatory, compliance or operational reviews/audits with the direction of supervisor.
- Documenting the results of audit work in accordance with internal audit manual.
- Coordinating work with Risk, Legal & Compliance and other control-related activities and with others within Internal Audit.
- Assist in researching new or technical subjects when required to support audits.
- Preparing timely audit reports for executive management, the Audit Subcommittee and the Board of Directors under the guidance of Supervisor.

JOB SKILLS AND SPECIFICATIONS

- Ability to read, analyze, and interpret common scientific and technical journals, reports, and legal documents.
- Ability to work with mathematical concepts as they relate to auditing and fiscal analysis to include accounting and the budget.
- General sound knowledge of employment laws in the country and its application in the workplace.
- Pro-active with strong background and experience in audit methodologies and techniques.
- In-depth knowledge of risk assessment.
- Ability to work collaboratively with audit teams and relevant departments.
- Prior success conducting external or internal audits.
- Skeptical activism and critical thinking.
- Experience of leading, supervising and coaching members of staff.
- Excellent written and oral communication ability.
- Strong time management and organizational skills.

SALARY PACKAGE:

Gross Salary between 17,000.00 to 19,000.00 based on qualification and experience.

Application Address

Send the application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://rb.gy/cxdfnm>). For any additional queries please contact to 3353535.

Application Deadline:**Date: 23rd September 2021 (Thursday)****Time: 14:00hrs**