

AUDITOR (FMG/AS2)

JOB SUMMARY:

To assist all levels of management in achieving the Company's objectives effectively, by examining independently and objectively the internal control systems in accordance with the Government and Internal policies and procedures to determine the adequacy and integrity of the system.

KEY OUTPUTS:

- Audit Plan and programmes prepared
- Recommendation/ Advice made
- Working papers prepared
- Reports submitted

KEY RESPONSIBILITY AREAS:

Technical

- Conducts audit inspections of areas such as financial statements for recurrent, deposit and capital accounts, payroll, vouchers, furniture and equipment inventories, stores. Review records of all departments of the Company. Conducts walk through audit of departments/and plants to use as a guide in the detailed assignment.
- Discusses audit findings with the Chief Internal Auditor
- Prepares and submits audit reports of finding and recommendation to team leader.
- Ensures compliance with the relevant policies and procedures
- Assesses the effectiveness of the internal control system in place and make recommendations where applicable
- Prepares assignment work plan to support annual audit plan and interim time-budget based assignments.

- Assists in the follow-up of audit queries to ensure deficiencies are corrected, improved, procedures are implemented and internal controls are being adhered to.

Other Responsibilities

- Other such duties and responsibilities as may be determined by the Chief Internal Auditor and /or the CEO

PERFORMANCE STANDARDS:

- Confidentiality and integrity are exercised in the performance of duties
- Risk assessment is conducted in accordance with government audit procedures
- Audit recommendation leads to improved operations
- Audit plans and programmes are comprehensive, accurately prepared, submitted within the agreed time frame and budget in accordance with established policies and procedures
- Working papers and reports are accurate, clear and concise and prepared in accordance with established guidelines
- Work plan is prepared within established format, time frame and supports the strategic objective of the annual audit plan
- Recommendations/Advice are sound and are in accordance with established guidelines
- Findings are accurate and supported with audit evidence

REQUIRED SKILLS/COMPETENCIES:

Core:

- Good interpersonal and customer service and interpersonal skills
- Good written and oral communication skills
- Excellent ethics and integrity exercised in the performance of duties

Functional

- Excellent knowledge of auditing standards and procedures including value for money audit
- Excellent knowledge of the organization's policies and procedures
- Excellent analytical and problem-solving skills
- Good presentation skill
- Good planning and organizing skills
- Ability to work as a team
- working knowledge of relevant computer application
- Sound knowledge of the FAA Act

LIASION**Internal:**

- Chief Internal Auditor
- Audit Committee of the Company
- Managers

External:**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:**

First Degree in Accounts, Finance, Business Administration, Management or Economics, pursuing ACCA Level 2 and two (2) years' experience in audit/specialized areas.

SPECIAL WORKING CONDITIONS:

Investigations carried out in volatile communities.
Working beyond and outside usual work hours.

AUTHORITY:

- Sign off on audit working papers
- Sign audit reports
- Determine audit actions
- Authorise the validation of any system revised or implemented

REMUNERATION

Basic Salary: \$3,332,803.00 - \$4,482,249.00 per annum

Interested persons may submit applications along with resumes **no later** than Tuesday, January 31, 2023 attention of the Human Resource & Administrative Services Manager at hrmanufacture@gmail.com