

SENIOR AUDITOR (FINANCIAL & COMPLIANCE AUDITS) – NATIONAL AUDIT OFFICE

JOB PURPOSE

The Senior Auditor will be responsible for performing specific duties assigned and assisting the Audit Manager with team management, development of work plans, identifying auditing issues, determining possible solutions and providing guidance to junior members of staff.

KEY RESPONSIBILITIES

- To provide professional and technical assistance and assist the Audit Manager in planning and coordinating audit engagements.
- To perform a full range of professional auditing assignments using considerable independent judgment while providing sufficient and appropriate evidence to substantiate all findings.

DUTIES AND TASKS

- Conduct compliance and financial audits to determine compliance with relevant laws, regulations, policies, and guidelines.
- Assess the adequacy of internal controls implemented by Management.
- Prepare working papers, draft reports and queries.
- Liaise with entities, participate in entrance and exit interviews and other audit meetings.
- Assist Audit Manager in producing assignment plans; specify the assignment objectives and detailing the required audit tasks for each identified assignment in accordance with the Annual Audit Plan, in harmony with audit standards, the audit approach and time budget.
- Supervise team members during field assignments and in the absence of the Audit Manager by providing guidance, advice and training on matters relating to the audit to ensure that the quality of the audit is in compliance with the office's standards.
- Carry out complex audit assignments by performing various auditing techniques in a variety of government ministries/departments, agencies and statutory bodies. Senior Auditors will also undertake segments of special assignments, studies and enquiries in order that the Director of Audit may comply with responsibilities set out in the St. Kitts and Nevis Constitution and the Finance and Administration Act.

- Organize work and outputs to achieve timely completion of each audit assignment and the Annual Audit Plan.
- Communicate at the appropriate time the results of audit work, including reports to senior management on problems encountered in carrying out audit assignments, and recommendations for adjustments in the Audit Plan to secure achievable action.
- Assist in the development of staff competences by facilitating on-the-job and in-house training to ensure that the office is equipped with adequately skilled personnel.
- Perform any other audit related work as may be assigned by the Audit Manager or senior management.

PERSONNEL SPECIFICATION

The applicant must:-

- Have a Bachelor's Degree in Accounting from a recognized University.

OR

- Completed a professional accounting qualification e.g. ACCA-Association of Chartered Certified Accountants or AICPA-American Institute of Certified Public Accountants (CPA) or equivalent.

The applicant should also:-

- Possess excellent interpersonal and supervisory skills.
- Have excellent analytical skills.
- Have excellent communication skills and be able to relate to staff at every level in the Public Service.
- Be computer literate with good knowledge of word processing and spreadsheet programmes.

APPLICATION PROCEDURE

Completed Government of St. Kitts and Nevis application form, resume and cover letter addressed to the Director of Audit should be emailed to audit@gov.kn by **December 31, 2024**.

Government of St. Kitts and Nevis application forms can be obtained from the Human Resource Management Department, Office of the Prime Minister in Government Headquarters.

