

THE UNIVERSITY COUNCIL OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

POSITION: Internal Auditor
CLASSIFICATION: FMG/AS 2
DEPARTMENT: Internal Audit
REPORTS TO: Executive Director
DIRECT REPORTS: 321388

JOB PURPOSE

- To ensure that all relevant policies, procedures, guidelines and regulations are adhered to and adequate internal controls exist throughout the Council's operations.
- To implement a system of internal audit programmes to ensure compliance of legislation, policies and procedures and assess their efficiency and operational effectiveness and identify possible weaknesses.

Key Outputs:

- Audit working papers prepared
- Audit findings and proposed recommendations prepared and documented

Key Responsibilities

- Prepare Audit Plan
- Prepare audit programmes
- Conduct audit reviews in accordance with audit programmes
- Verify adequacy and accuracy of financial transactions
- Audits both financial and operational records and documents to determine compliance with relevant regulations, laws, policies and procedures
- Submit properly designed and signed working papers
- Clear any review query on working papers
- Prepare audit findings along with proposed recommendations for audit findings/observations made and submit for review
- Reviews responses to audit reports to ensure deficiencies are corrected
- Consolidate and compile final audit reports
- Ensure audit files security
- Perform other related duties assigned from time to time

Performance Standards:

- Operational and financial audits conducted in keeping with established laws
- Adequacy, efficiency and effectiveness of internal control implemented examined

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- Audit findings consolidated and final report prepared according to established guidelines
- Internal controls and procedures are implemented according to established guidelines
- Working papers prepared and submitted within specified timeframe
- Audit Plan and programme prepared within specified timeframe

Required Competencies:

- Sound knowledge of current auditing standards, techniques and practices
- Sound knowledge of the Financial Administration and Audit (FAA) Act
- Comprehensive knowledge of accounting principles, procedures and practices
- Good oral and written communication skills
- Excellent interpersonal and customer service skills
- Good planning and organizing skills
- Ability to analyze, pay attention to detail and exercise good judgement
- Ability to perform work with accuracy, speed and minimal supervision
- Ability to prioritize, work under pressure and meet deadlines
- Exercises professionalism, integrity and confidentiality
- Excellent knowledge of Microsoft Office Applications

Qualifications and Experience

- First Degree in Accounts, Finance, Business Administration, Management or Economics.
- ACCA Fundamentals or; equivalent and no experience.
- ASc. Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification¹ ; plus at least two (2) years auditing or accounting experience

Employee (Print Name)

Supervisor (Print Name)

Employee Signature

Supervisor's Signature

Date

Date

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Version	Description of changes	Approved by	Revision Date
1.0	N/A	Althea Heron (Mrs) Executive Director, UCJ	September 11, 2017
2.0	Changes to Qualification	Althea Heron (Mrs) Executive Director, UCJ	October 12, 2021
2.1	Changes to Qualification and addition to FAA knowledge in the Required Competencies	Keisha Buchanan (Mrs.) Director, Human Resource & Administration	January 11, 2024