



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the following positions:

AUDIT OFFICER – 3 POSITIONS (TEMPORARY POSITION)

Under supervision of the Registrar of Political Parties, the successful candidate will be responsible for conducting investigations of fraudulent reporting, analyzing financial records and reviewing declarations of election campaign financing.

Core Duties

- Investigates and analyzes stakeholder compliance with the established law
- Examines records, reports, and documentation of election expenditure.
- Identifies variances in accounts and declarations by stakeholders.
- Conducts analysis of financial records and reported spending.
- Completes audit work papers by documenting audit tests and related findings.
- Traces applicable leads of non-disclosure and specify pertinent infractions of the law.
- Provides intermittent reports on the progression of cases in accordance with the outlined work schedule.
- Reports developments of investigative activities to the Registrar of Political Parties.

Minimum Qualification and Experience

- Associate of Science Degree in Accounting/Association of Accounting Technician (AAT) Level 11 or equivalent qualification from an accredited educational institution
- Certification in Audit Techniques
- Two (2) years post-qualification experience in an accounting and/or auditing environment

Salary band: \$1,341,866-\$1,789,576 per annum

**Applications should be submitted by Friday January 29, 2021 to:
The Director, Human Resource Management
P.O. Box 671, G.P.O., Kingston
Email: hr@ej.com.jm**

We thank all applicants for their interest but only shortlisted candidates will be contacted.