



## **CAREER OPPORTUNITY**

### **THE ELECTORAL COMMISSION OF JAMAICA**

**Invites applications from suitably qualified persons for the following position:**

#### **AUDIT OFFICER – (FIXED CONTRACT)**

##### **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 Monday May 10, 2021 to:  
The Director, Human Resource Management  
P.O. Box 671, G.P.O., Kingston  
Email: [hr@ej.com.jm](mailto:hr@ej.com.jm)**

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