



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the post of

Auditor (Financial/Operations) (FMG/AS 3)

Core Functions

Under the direction of Chief Internal Auditor, assists in the examination of the financial transactions of the Electoral Office of Jamaica, the evaluation of internal control processes including controls designed to safeguard government assets and conducting other individual audit assignments in accordance with Government Audit Standards and the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

- Conducts reviews of assigned organizational and functional activities in accordance with the instructions given by Chief internal Auditor.
- Verifies the adequacy and accuracy of financial records and all auditable areas of the Electoral Office, e.g., computer equipment, motor vehicle fleet, Refund Policy, election payments.
- Examines and appraises systems and procedures, financial and otherwise.
- Verifies that the items at the stores department are accounted for by being recorded on stores ledgers, bin cards etc.
- Examines personnel records and verifies that payments to staff are in accordance with HR advisory letters and the Ministry of Finance salary scale and circulars
- Conducts quarterly audits of payroll records, e.g. acting, promotion, termination, resignation etc. to verify the accuracy of payments.

Minimum Required Qualification and Experience

- BSc. Degree in Accounting, Management Studies, Business Administration **OR**
ACCA Level 1 / AAT Level 3/ CAT Level 3 from an accredited educational institution **OR**
ASc. Degree- Accounting plus Certificate in Government Accounting (MIND)
- Certification in Audit Techniques
- Two (2) years' experience in an accounting and/or auditing environment preferably in the public sector.

Applications should be submitted by Friday October 15, 2021 to:

The Director, Human Resource Management

P.O. Box 671, G.P.O.

Kingston

Email: hr@ej.com.jm

Salary Band: \$2,453,125 - \$2,915,995 p.a. plus applicable allowance.

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