



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

**MINISTRY OF FINANCE
INVESTMENTS DIVISION**

EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified persons for the positions of six (6) Senior Audit Analysts and one (1) Deputy Director on contract for a period of three (3) years in the Investments Division, Ministry of Finance.

CENTRAL AUDIT COMMITTEE

JOB SUMMARY

The Central Audit Committee is required to assist the Ministry of Finance in its oversight and monitoring Functions for State Agencies by conducting Reviews, Investigations, Enforcing Compliance of Internal Controls, Evaluation and Value for money Audits.

SENIOR AUDIT ANALYST

DUTIES AND RESPONSIBILITIES INCLUDE:

- Oversees State Agencies policies on fraud and irregularity.
- Monitors Management Performance to ensure compliance with recommendations made by internal and external auditors.
- Reviews internal control and procurement procedures in operation at State Agencies.
- Evaluates the agencies adherence to these procedures.
- Advises state Agencies on a programme of value for money.
- Reviews and evaluates the arrangements in place in each Agency for promoting economy, efficiency and effectiveness of operation.
- Conducts investigations as required in the performance of his/her duties.
- Serve on Audit Committee of State Enterprises.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of the Financial and Legal Framework applicable to State Agencies.
- Knowledge on how to prepare reports, work file and draft Management letter.
- Knowledge on how to draft/review legal documents, Contracts and Agreement relating to State Agencies and make necessary recommendations/give advice.

SKILLS AND ABILITIES:

- Skill in the use of Personal Computers.
- Proficiency in the use of Microsoft Office Suite.
- Ability to communicate at a high level, both orally and in writing.
- Ability to function independently, or as part of a Professional Team.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of five (5) years experience in professional Accounting/Auditing.
- Training as evidence by a recognised Institution in Accounting/Auditing with qualifications such as ACCA, CIMA or CPA.

DEPUTY DIRECTOR

DUTIES AND RESPONSIBILITIES INCLUDE:

- Collaborates with the Director to develop systems for evaluating the operations of Internal Control and procurement procedures in State Agencies.
- Planning systems audits of State Enterprises and supervision of the Senior Audit Analysts as he conducts those audits.
- Review the Audit reports and work files of the Senior Audit Analysts.
- Finalise the Audit reports of the Senior Audit Analysts for onward transmission to the Director, Central Audit Committee, the Permanent Secretary and the Minister of Finance.
- Assist the Director, Central Audit Committee in the preparation of the annual report to be laid in Parliament.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Financial and Legal Framework applicable to State Agencies.
- Knowledge on how to conduct proper investigations, to ensure that funds are being spent appropriately by State Agencies.
- Knowledge on preparing concise reports with relevant and important matters.

SKILLS AND ABILITIES

- Skill in the use of Personal Computers.
- Proficiency in the use of Microsoft Office Suite.
- Ability to establish and maintain effective working relationships with colleagues and the public.
- Ability to train and mentor employees.
- Ability to lead and work as part of a team.

MINIMUM EXPERIENCE AND TRAINING:

- A minimum of five (5) years working experience in professional accounting/auditing two (2) years of which should have been at a senior/management level.
- Training as evidence by a recognised Institution in Accounting/Auditing with qualifications such as ACCA, CIMA or CPA. An equivalent combination of qualification and experience will be considered.

TERMS AND CONDITIONS OF EMPLOYMENT:

Terms and conditions of employment including salary are to be negotiated with the Chief Personnel Officer.

SUBMISSION OF APPLICATIONS:

Submit your Application, Curriculum Vitae, together with copies of certificates and two (2) references by Wednesday 30th November 2016 to:-

**The Permanent Secretary in the
Ministry of Finance,
Level 15,
Eric Williams Financial Complex
Independence Square
Port-of-Spain**