

JOB DESCRIPTION

JUNIOR AUDIT ANALYST

(Non-Standardized)

JOB SUMMARY:

The Junior Analyst will assist the Ministry of Finance in its oversight and monitoring function for State Agencies including but not limited to Ministries, Municipal Corporations and Regional Health Authorities by assisting the Senior Audit Analysts in conducting reviews, investigations, compliance and internal controls evaluations, risk assessment and value for money audits.

REPORTS TO:	Deputy Director / Senior Audit Manager
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DUTIES AND RESPONSIBILITIES:

- Assist the Senior Audit Analysts/ Senior Audit Managers in verifying and validating the accuracy of information, completeness of documents and postings pertaining to business transactions recorded on manual or computerized systems.
- Assist in collection and analysis of data in order to support the Senior Audit Analysts/ Senior Audit Managers in the performance of their duties.
- Perform audit steps in a professional manner as outlined in designed work programmes.
- Assist in the preparation of working papers to document findings including but not limited to preparation of process system notes using narrative techniques and audit tests.
- Assist in the identification and documentation of internal control weakness, risk exposures or other deviations.
- Assist in performing special investigations as directed.
- Assist in the resolution of audit queries and requests.
- Perform any related work as required by the Director.

KNOWLEDGE, SKILLS & ABILITIES	
Knowledge:	▪ Knowledge of auditing and accounting standards and risk assessment. ▪ Knowledge and experience in Microsoft Office Suite (Word, Excel, PowerPoint, Share Point).
Skills & Abilities:	▪ Strong organizational skills. ▪ Ability to balance multiple priorities and complete assignments within time constraints and deadlines. ▪ Practical and excellent verbal and written communication, analytical and information technology skills. ▪ Ability to work as part of a team. ▪ Ability to establish and maintain effective working relationships with colleagues and audit clients. ▪ Ability to use initiative to find solutions for work related issues.

MINIMUM EXPERIENCE AND TRAINING:
▪ Completion of Level 2 ACCA ▪ Must have five (5) CXC Level passes, including Mathematics and English A ▪ One (1) year audit experience (financial and operational) ▪ IT qualifications would be an asset