Government of the Republic of Trinidad and Tobago
Ministry of Finance

JOB DESCRIPTION

SENIOR AUDIT MANAGER

(Non-Standardized)

JOB SUMMARY:

The Central Audit Committee is required to assist the Ministry of Finance in its oversight and monitoring functions for State Agencies including but not limited to Ministries, Municipal Corporations and Regional Health Authorities by conducting reviews, investigations, enforcing compliance of internal controls, evaluation, risk assessment and value for money audits. The Senior Audit Manager is responsible for managing audit teams in planning, organizing and executing these audit reporting to the Deputy Director/ Director.

REPORTS TO:	**Deputy Director / Director, Central Audit Committee**
SUPERVISION GIVEN TO:	**Senior Audit Analyst**

DUTIES AND RESPONSIBILITIES:

- Planning, organizing, performing and overseeing audits including identifying business process risks.
- Planning and allocating resources and individuals in accordance with skills and schedules.
- Developing testing methodologies to evaluate the adequacy of controls.
- Documenting the results of evaluations.
- Mentoring and guiding Senior Audit Analysts, reviewing their work and providing performance feedback to the Deputy Director and/ or Director.
- Developing recommendations and reports based on audits and presenting these to the Deputy Director.
- Preparing draft Cabinet Notes for review by the Deputy Director.
- Communicating and updating the management team on progress made.
- Demonstrating flexibility when it comes to engagement needs.
- Meeting established audit targets.
- Sit on Audit Committees of designated State Enterprises to observe, advise and report any major issues to the Ministry of Finance.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge:	▪ Knowledge of the Financial and Legal Framework applicable to State Agencies. ▪ Knowledge of audit planning. ▪ Knowledge of in Microsoft Office skills (Word, Excel, PowerPoint, Share Point). ▪ Knowledge of reporting and working paper documentation standards. ▪ Knowledge of Cabinet Note preparation. ▪ Knowledge of auditing standards and risk assessment.
Skills & Abilities:	▪ Strong verbal and report-writing skills to be able to communicate findings and recommendations to clients. ▪ Excellent communication skills to discuss observations and negotiate the acquisition of data for testing and reporting on internal controls. ▪ Ability to conduct research on regulatory guidance, current industry standards and trends, and new legislation and requirements. ▪ Ability to work independently with clients and on project teams. ▪ Ability to meet strict reporting deadlines. ▪ Ability and willingness to support and develop strong performing teams by supervising and developing team members. ▪ Ability and willingness to communicate effectively (with team members and clients) professionally and timely. ▪ Project and people management skills.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) years' experience and knowledge of public and/or private sector audit engagements.
- Minimum of two (2) years' experience as a Supervisor of audit engagements.
- Over five (5) years' experience and knowledge in Government accounting.
- Training as evidenced by a recognized qualification from an internationally recognized Institution in Accounting/Auditing with qualifications such as ACCA, CIA, CIMA or CPA. An equivalent combination of qualification and experience will be considered.