



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: JUNIOR AUDITOR

JOB SUMMARY:

Sub-professional auditing work with supervisory responsibilities. An employee in this class is responsible for the audit examination of accounts of varying complexity. Work ranges from the initial checks of records of expenditures and revenue, to the examination of journals, subsidiary ledgers, and a variety of other subsidiary records. Work also includes the supervision of subordinate staff and the preparation of work programmes and schedules. Work is performed in accordance with standard procedures, financial regulations and departmental objectives. Work is reviewed by a senior officer through reports, discussions and investigations for efficiency and adherence to such procedures, regulations and objectives.

REPORTS TO:

Senior Auditor

SUPERVISION GIVEN TO:

Audit Technicians

KEY RESPONSIBILITIES:

- Checks and supervises the checking of expenditure and revenue records to determine arithmetical accuracy, compliance with regulations, application of approved rates of payment and accuracy of classification.
- Checks and verifies positing of cash books, vote books, revenue registers, stores lodgers and other financial records.
- Supervises subordinates audit staff and prepares work programmes and schedules.
- Undertakes the more difficult and special assignment audits.
- Examines and verifies Pension and Leave Records.
- Visits out stations, make spot checks and conducts audit surveys.
- Prepares quarterly and annual summaries and internal audit reports for submission to accounting officer.
- Establishes and maintains progress cards of internal audit surveys, maintains registers of internal audit queries and prepares monthly statements of outstanding matters.
- Performs any related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of accounting principles and how they apply to the government accounting systems.
- Considerable knowledge of office procedures and standard office machines and equipment.
- Considerable knowledge of the Exchequer and Audit Ordinance and Financial Regulations and Instructions

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| SKILLS AND ABILITIES: | <ul style="list-style-type: none"> ▪ Ability to supervise subordinates engaged in the audit examination of accounts of varying complexity. ▪ Ability to write clear and concise reports. ▪ Ability to establish and maintain effective working relationships with associates. |
| MINIMUM EXPERIENCE AND TRAINING: | |
| <ul style="list-style-type: none"> ▪ Considerable experience in work of an accounting or auditing nature, including supervisory experience such as may have been gained in the next lower grade and; ▪ Training as evidenced by a General Certificate of Education comprising ordinary level passes in Five (5) Ordinary Level inclusive of Mathematics and English Language or any equivalent combination of experience and training. | |