



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SENIOR AUDITOR

JOB SUMMARY:

A Senior Auditor will be responsible for the audit examination of accounts which includes initial checks of records of expenditures and revenue, the examination of journals, subsidiary ledgers and other records. The job is performed in accordance with general objectives and procedures of the Trinidad and Tobago Police Service (TTPS).

REPORTS TO:

Commissioner of Police

SUPERVISION GIVEN TO:

Junior Auditors and Audit Technicians

KEY RESPONSIBILITIES:

- Checks or supervises the checking of expenditure records to determine arithmetical accuracy, compliance with regulations, application of approved rates of payment and accuracy of classification.
- Checks and verifies positing made in the cash books, vote books, revenue registers, stores ledgers and other financial records to detect and prevent fraudulent activities.
- Reviews system of internal audit and those prescribed by the Treasury to ensure that they are kept and maintained in accordance with prescribed standards.
- Checks on issue and control of revenue forms, licences, badges and related matters.
- Liaises with the Auditor General on matters relating to the audit of accounts.
- Assists in the checking of assessment and collection of revenue and in the verification of statements of arrears of revenue.
- Assist at audit surveys of stores, cash and other impress.
- Prepares reports based in investigations and which may include recommendations to improve systems.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

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

SKILLS AND ABILITIES:

- Ability to write comprehensive reports.
- Ability to obtain facts through investigations and to analyze information to suggest recommendations.
- Ability to establish and maintain effective working relationships with associates.
- Ability to promote Team work in the Unit.

MINIMUM EXPERIENCE AND TRAINING:

- At least five (5) years' experience working in an Internal Audit environment, of which three (3) must have been at supervisory or managerial level, and training as evidenced by a Bachelor of Science Degree in Accounting and Finance, Management, or Business Administration from a recognized University, ACCA, CMA or CIA Certified or any other equivalent combination of experience and training.