



## MINISTRY OF LABOUR AND SOCIAL SECURITY

### **CAREER OPPORTUNITY**

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position:-

#### **Auditor (FMG/AS 3) (Vacant)**

Applications are invited from suitably qualified officers to fill the positions of **Auditor (FMG/AS 3) (Vacant)**.

#### **1. JOB PURPOSE:**

To assist all levels of management in achieving the organizational objectives effectively, by examining the internal control systems in accordance with the Government policies and procedures to determine the adequacy and integrity of the system.

#### **2. KEY OUTPUTS:**

- Audit Plan and programmes prepared
- Recommendation/ Advice made
- Working papers prepared
- Reports submitted

#### **3. KEY RESPONSIBILITY AREAS:**

##### **Technical**

- Provides advice/guidance to team members to ensure accuracy of information disseminated to operational managers.
- Reviews/reforms audit reports prepared by team members then collate and submit a team report to Auditor AS 4.
- Conducts audit of subsidiary ledgers of Vote Accounts, Deposit Account, Overseas Workers' Savings Account, Appropriation-In-Aid Accounts, Fund Accounts and Investment Accounts to determine accuracy and reliability of information documented and adherence to the Accounting Standards.
- Reviews and sign off on working papers for audits undertaken by the team members to facilitate preparation of interim/monthly/quarterly reports.
- Prepares assignment work plan to support annual audit plan and interim time-budget based assignments.
- Assists in the follow-up of audit queries to ensure deficiencies are corrected, improved, procedures are implemented and internal controls are being adhered to.

##### **Human Resource Responsibilities:**

- Provides leadership to staff by assisting in delegation and communication of duties and responsibilities and in identifying training needs.
- Participates in the orientation of staff within the department.
- Ensures that staff is aware of and adhere to policies, procedures and regulations of the Ministry.
- Performs any other duties assigned.

#### **4. PERFORMANCE STANDARDS:**

- Confidentiality and integrity are exercised in the performance of duties
- Risk assessment is conducted in accordance with government audit procedures
- Audit recommendation leads to improved operations
- Audit plans and programmes are comprehensive, accurately prepared, submitted within the agreed time frame and budget in accordance with established policies and procedures
- Supervises, guides and provides on-the-job training for team members.
- Working papers and reports are accurate, clear and concise and prepared in accordance with established guidelines
- Work plan is prepared within established format, time frame and supports the strategic objective of the annual audit plan
- Recommendations/Advice are sound and are in accordance with established guidelines
- Findings are accurate and supported with audit evidence
- Welfare of team members is clearly identified and reported

#### **5. REQUIRED SKILLS/COMPETENCIES:**

- Excellent knowledge of auditing standards and procedures including value for money audit
- Excellent knowledge of the organization's policies and procedures
- Excellent analytical and problem solving skills
- Good interpersonal and customer service skills
- Good presentation, oral and written communication skills
- Good planning and organizing skills
- Ability to lead and work in team
- working knowledge of relevant computer application
- Sound knowledge of the FAA Act

#### **6. MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:**

First Degree in Accounts, Finance, Business Administration, Management or Economics

ACCA Fundamentals or equivalent and over two (2) but less than five (5) years experience in audit/specialized area.

#### **7. SPECIAL WORKING CONDITIONS:**

Investigations carried out in volatile communities.

#### **8. AUTHORITY:**

- Sign off on audit working papers
- Sign audit reports
- Determine audit actions
- Authorise the validation of any system revised or implemented
- Recommendations
  - leave

- disciplinary action of immediate staff
- promotion of immediate staff

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Wednesday, June 11, 2025** addressed to

Senior Director, Human Resource Management and Development  
Ministry of Labour and Social Security,  
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: [resume@mlss.gov.jm](mailto:resume@mlss.gov.jm)

**Please note that only shortlisted persons will be contacted.**