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| GUYANA  ENERGY  AGENCY | *J o b D e s c r i p t i o n* |



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| Job Title: | Internal Auditor | | |
| Division: | N/A | Salary Scale: | GA9 |
| Job Classification: | Audit | Salary Range: | $232,406 to $345,242 |
| Reports to: | Board of Directors | | |
| |  |  |  | | --- | --- | --- | | **Purpose:** | To develop and implement an effective and efficient audit programme. | To ensure the efficient and effective accountability of finances for the Agency. | |  |  |  | | **Key Output:** | Proficient audits of the Agency’s operations and financial records. | To assist with the management of the finances of the Agency. |  |  |  | | --- | --- | | **Main Duties:** | * Develop and manage an effective and efficient audit programme; * Develop and implement an annual audit programme, including, as appropriate, any special tasks or projects requested by the Board, Committees and/or management; * Assess the adequacy and effectiveness of internal controls and risk management processes of the GEA; * Undertake review of systems of internal controls maintained by the GEA to safeguard financial and physical assets and making recommendations to correct any weaknesses; * Carry out special audits and investigations as may be required by the Board, Committees or Management; * Execute ‘System and Procedure’ audits; * Perform annual risk assessments of the 5 Divisions within the Agency; * Monitor expenditure and execute ‘Value for Money’ audits to ensure that resources are acquired economically, used efficiently, deployed effectively and adequately protected; * Produce audit reports and ensure recommendations are implemented; * Conduct inventory checks and oversee monthly reconciliation of fuel marker concentrate with Inventory Officer, Accounts Division and Authentix; * Determine during the course of audits whether the Agency is maintaining an adequate system of internal control over its revenue, expenditure, assets and liabilities and whether the accounting records are reliable and make recommendations for improvements; * Ensure that the Agency is compliant with applicable laws, instructions, policies, approved systems, methods and procedures; * Specific tasks assigned by the Board from time to time. | |  |  | | **Key Competencies:** | * Reliable and productive; * Ability to execute instructions; * Strong written and oral communication skills; * Strong analytical skills; * Knowledge of computerised accounting. * Ability to work with minimal supervision; * Meticulous; and * Computer literate. |  |  |  | | --- | --- | | **Qualifications:** | 1. Minimum of ACCA Level 3, CPA plus 5 years Audit experience 2. Experience in a similar capacity would be an asset. | | | | |