

SOUTHERN REGIONAL HEALTH AUTHORITY

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
Tel: (876) 625-0612-3 / 962-9491 / 962-8232
Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in the **Regional Office**:

INTERNAL AUDITOR (FMG/AS 4) - VACANT POST

(salary range \$3,032,763 - \$3,605,002 per annum and any applicable allowances)

Job Purpose

Under the direction of the Regional Director, to ensure that the Government's policies and procedures are adhered to, and internal controls are adequate to maintain the integrity of the Region's operations.

Key Responsibilities

The duties and responsibilities include but are not limited to the following:

- Provides technical advice to the Directorate, Chief Executive Officers and Parish Managers and other relevant personnel on audit and regulatory matters;
- Provides advice on risk management issues including matters related to the operations of the Region and its hospitals, health departments and health centres;
- Advises the Regional Director on the need for special audits to investigate deviation from established procedures and operational inefficiencies;
- Participates in the development of the strategic direction of the Region;
- Facilitates the administration of the Audit Committee and contributes to the continuous improvement of the Audit process within the Region and its hospitals and health centres;
- Reviews the operations of the Finance and Accounting Divisions, and the operational units of institutions within the Region, in accordance with the guidelines of the FAA Act;
- Liaises with the Director - Information Systems and the Systems Administrators to ensure adequate control procedures are implemented to provide effective computerisation of accounting systems, and their efficient operation;
- Assists in the conduct of the annual audit reviews in respect of the external audit, and the Ministry of Health and Wellness' internal audit;
- Ensures that control procedures are maintained in the following areas they relate to the integrity, control and timeliness of the Region's operation:
 - Receipt of payments
 - Payment of Arrears
 - Receivables
 - Procurement
 - Disbursement
- Ensures adequate policy and procedural support are in place to safeguard the Region's assets;

- Ensures cost standards are maintained on the basis of patient/day direct cost, ongoing analysis of operating efficiencies and allocation of overhead expenses by cost centres;
- Manages the process for the review of organizational activities in order to determine its compliance with policy parameters;
- Manages the process for the review of the operational effectiveness and efficiency of programmes and activities carried out by the Region;
- Prepares and reviews audit reports and makes recommendations for changes in processes and procedures;
- Monitors audit findings and makes recommendations to ensure that deficiencies are corrected, improved procedures are implemented and internal controls are adhered to;
- Reviews and validates the working papers of all audits undertaken by Assistant Internal Auditors;
- Conducts site visits at hospitals and health centres to ensure compliance with rules, policies and procedures;
- Monitors and evaluates the performance of team members within the Audit Unit and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personnel and/or organizational goals;
- Provides leadership and guidance as it relates to audit reports through effective planning, delegation, communication, training, mentoring and coaching.

Required Knowledge, Skills and Competencies

- Excellent knowledge of auditing standards and procedures
- Excellent analytical and problem solving skills
- Excellent interpersonal and customer service skills
- Excellent presentation, oral and written communication skills
- Excellent planning and organizing skills
- Ability to lead and work in team
- Working knowledge of relevant computer applications
- Knowledge of internal audit techniques and auditing standards
- Knowledge of Financial Administration and Audit (FAA) Act, Staff Orders and Public Service Regulations
- Knowledge of accounting principles and standards
- Knowledge of management practices and principles
- Ability to analyze and interpret financial and accounting reports
- Good organizing skills
- Ability to maintain confidentiality
- High degree of integrity and diplomacy

Minimum Required Qualifications and Experience

The ideal candidate must possess:

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

- ACCA Fundamentals or equivalent; plus, over five (5) years' auditing experience and relevant experience in the specialized area;
- Successful completion of relevant government auditing courses and Professional Audit Training would be an asset.

Applications accompanied by resumes should be submitted no later than **Friday, October 09, 2020** to:

**Director, Human Resource Management & Industrial Relations
Southern Regional Health Authority
3 Brumalia Road
Mandeville**

E-Mail: jobs@srha.gov.jm

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED