

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 3) - VACANT POST
(salary range \$2,453,125 - \$2,915,995 per annum and any applicable allowances)

Job Purpose

Under the direction of the Senior Internal Auditor (FMG/AS 4), this position assists the Senior Internal Auditor 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:

- Performs operational and financial audits in order to assess the efficiency and effectiveness of operations and makes recommendations for improvement to the Senior Internal Auditor;
- Assists in the conduct of the annual audit reviews including external audits and the Ministry of Health & Wellness' audits.
- Performs special investigations and assignments as instructed.
- Conducts evaluations to assess the Region's internal control systems;
- Assists the Senior Internal Auditor to ensure the implementation of the region's audit plan;
- Prepares audit reports and makes recommendations for changes in processes and procedures;
- Conducts site visits at hospitals and health centres to ensure compliance with rules, policies and procedures;
- Assists with reviewing the operations of the Finance and Accounting Units, and the operational units of institutions within the Region, in accordance with the guidelines of the FAA Act.
- Assists with ensuring that control procedures are maintained in the following areas relating to the integrity, control and timeliness of the Region's operation:
 - Receipt of payments
 - Payment of Arrears
 - Receivables
 - Procurement
 - Disbursement

Required Knowledge, Skills and Competencies

- Comprehensive knowledge of auditing standards and procedures
- Good 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 applications
- Knowledge of internal audit techniques and auditing standards
- Knowledge of Financial Administration and Audit (FAA) Act, Staff Orders and other of the region's policies and procedures
- Knowledge of accounting principles and standards
- 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, three (3) 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

April 09, 2021 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