



JOB DESCRIPTION

DEPARTMENT: AUDIT DEPARTMENT

DATE: 30TH August 2013

JOB TITLE: Deputy Director of Audit

GRADE: B Misc.

REQUIRED QUALIFICATION: A Bachelor Degree in Finance, Accounting or Business Administration but a Masters Degree in the above would be an assets.

Internationally recognized accounting and/or internal auditing professional qualifications (i.e. CPA, ACCA, CMA, CIA, CISA, etc.) would be an asset.

Must have at least five (5) years post qualification experience in senior management position in the field of auditing, accounting and/or financial management in the Public or Private Sectors.

Ability to understand, interpret and appropriately apply laws, rules, regulations, policies and procedures to an organization.

DUTIES AND RESPONSIBILITIES: Participate in the development of the Office of the Director of Audit annual work plan, budget submission and monitor its implementation and outflows throughout the year.

Plan and conduct audits to assess controls, operational efficiencies and compliance with selected policies, procedures and regulations.

Ensure work papers are adequately documented and audit evidence is sufficient.

Supervise, plan, direct and review the work of staff performing performance, compliance, financial, operational, contract, information technology and other special projects audits.

Train and coach staff in tools and methods for performing effective and efficient audits, reviews and special projects.

Coordinate activities with the International Organization of Supreme Audit Institutions (INTOSAI) and the Caribbean Organization of Supreme Audit Institutions (CAROSAI).

LEGAL AUTHORITY: Constitution of Antigua and Barbuda
Finance and Audit Act No. 29 of 1982
Finance and Administration Act of 2006
Any other laws and regulations required in the execution of her/his duties.

IMMEDIATE SUPERVISOR: Director of Audit