

REDEPLOYMENT OPPORTUNITY



INTERNAL REDEPLOYMENT NOTICE

Assistant Auditor



Opening Date:	2 nd March, 2021
Closing Date:	16 th March, 2021
Location:	Road Town, Tortola
Ministry/Department:	Internal Audit Department
Job Classification:	Administrative
Assignment Duration:	Full time; 6 Months Assignment

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment
- ✓ grow your knowledge and experience
- ✓ develop and utilize new skills

RESPONSIBILITIES

1. Assist with performing audits of departments, statutory boards and value for money, including field assignments on location, to ensure the annual programme of audits is completed.
2. Assist with conducting periodic surprise cash inspections to ensure an element of unpredictability is retained through the audit process.
3. Update schedule of audit milestones and keep auditors apprised.
4. Assist with collecting and compiling audit data in accordance with departmental standards.
5. Assist with the preparation of statistical reports and maintain databases to track the implementation of audit recommendations, complete audits and prepare tentative schedules for follow up action.
6. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

QUALIFICATIONS, SKILLS AND COMPETENCIES

- High School diploma or equivalent
- Five (5) year experience in accounting, auditing or a related area
- Good knowledge of Government structure, policies and procedures
- Good knowledge of auditing standards and accounting principles
- Good knowledge of the use of standard office equipment and computer applications
- Good organisational and interpersonal skills
- Good oral and written communication skills
- Ability to work well under pressure

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office environment
- Fieldwork

HOW TO APPLY:

Please complete the **job rotation application** and provide an up to date **resume**. All application packets must be submitted to the Department of Human Resources at the address provided below by the closing date.

Director of Human Resources
Department of Human Resources
Simms Building, 2nd Floor

Road Town, Tortola VG 1110 British Virgin Islands Or by email: hrdbvi@gov.vg