

Opening Date: 25 May 2022
Closing Date: 8 June 2022
Location: Tortola
Vacancy Notice No. 51 of 2022
Job Classification: Grade 10/11
Ministry/Department/Unit: Internal Audit Department
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$31,523-\$39,339/\$34,634-\$44,300 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Internal Auditor I/II

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist, co-ordinate and perform audit and administration functions according to defined procedures effectively and efficiently in order for the Department to meet its objectives.

MAIN RESPONSIBILITIES

1. Plan and review audits.
2. Assess internal controls and make recommendations in accordance with defined procedures.
3. Review, assess and examine various data obtained from interviews, audit visits and observations to ensure accuracy.
4. Prepare audit updates for Audit Committee to support decision-making.
5. Appraise pertinent legislation, regulations or other policy structures in accordance with defined procedures.
6. Attend meetings, workshops and training sessions as instructed to ensure your awareness of any change in policies or procedures which may be relevant to the role.
7. Identify, assess and compile various data obtained from interviews, audit visits and observations to ensure accuracy.
8. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Department.

BEHAVIOURAL COMPETENCIES

1. Develop the trust and support of colleagues and stakeholders
2. Provide leadership in your area of responsibility
3. Allocate work to teams and individuals
4. Minimize interpersonal conflict
5. Develop the team to improve performance
6. Ensure products and services meet quality requirements

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Accounting or related field
- Three (3) to Four (4) years' working experience in a related area
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, regulations and policies
- Sound knowledge of accountancy principles and procedures
- Sound knowledge of relevant auditing software and programmes
- Sound oral and written communication skills
- Sound knowledge of the use of standard office equipment and computer applications
- Sound analytical and decision-making skills
- Sound interpersonal and organisational skills
- Ability to work well under pressure
- Sound supervisory and management skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrcbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not

automatically disqualify an individual from employment with the Government of the Virgin Islands.