

**Opening Date:** 26 July 2022  
**Closing Date:** 9 August 2022  
**Location:** Tortola  
**Vacancy Notice No.** 74 of 2022  
**Job Classification:** Grade 10  
**Ministry/Department/Unit:** Office of the Auditor General  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$31,523-\$33,477 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Auditor

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will perform audits of the Government and Statutory Boards under the supervision of the Senior Auditor and/or Audit Manager in order to ensure the annual programme of audits is completed in a professional manner and on a timely basis.

### MAIN RESPONSIBILITIES

1. Assist in planning and performing audits of departments, statutory boards, treasury accounts, public trusts, value for money audits, special investigations and pension / gratuity statements, through liaising with department heads and project managers, including field assignments on location, to ensure the annual programme of audits is completed.
2. Perform detailed audit work on government revenue and expenditure in accordance with the determined audit programme to ensure all objectives are met.
3. Conduct periodic surprise cash inspections, as well as special and unplanned audit investigations which arise during the course of the year, to ensure an element of unpredictability is retained through the audit process.
4. Prepare draft management reports for audits performed to ensure all findings are adequately documented.
5. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

### BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Provide leadership in your area of responsibility
3. Control expenditure against budgets
4. Manage self to model behaviour in meeting organizational standards
5. Manage your time effectively
6. Ensure products and services meet quality requirements
7. Develop the trust and support of colleagues and stakeholders

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Accounting or equivalent
- Three (3) years' experience in accounting or auditing
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of auditing standards and accounting principles
- Sound knowledge of the use of standard office equipment and computer applications
- Sound management and supervisory skills
- Sound organisational and interpersonal skills
- Sound oral and written communication 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**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrcdbvi@gov.vg](mailto:hrcdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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.*