

Opening Date: 26 July 2022
Closing Date: 9 August 2022
Location: Tortola
Vacancy Notice No. 75 of 2022
Job Classification: Grade 13
Ministry/Department/Unit: Office of the Auditor General
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$42,486-\$58,290 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Audit Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with the overall planning, organising and controlling of Value For Money audits according to defined procedures, in an effective and efficient manner in order for the department to meet its objectives.

MAIN RESPONSIBILITIES

1. Develop an annual programme of audits for the Value for Money Audit Section in liaison with the Auditor General and Deputy Auditor General, to ensure adequate coverage of areas within the timeframe and audit resources available.
2. Direct, co-ordinate (through liaison with department heads) and supervise the activity of the Value for Money /Financial Audit section, and the audit of Treasury statement of accounts, statutory boards and trusts, participating where necessary, to ensure audits are carried out as planned in a timely and efficient manner.
3. Review audit work carried out to ensure that all objectives are examined in audit programmes and that adequate documentation is in place to support the audit opinion.
4. Direct co-ordinate and where necessary participate in unplanned audit investigations which arise during the course of the year to ensure these are examined as required on a timely basis.
5. Prepare and review memoranda, management letters and reports on the results of examinations along with recommendations for improvements to ensure all findings are appropriately communicated.
6. Counsel and train staff as required to ensure on-going compliance with auditing standards and ensuring that audit staff are sufficiently occupied and staff discipline is maintained.
7. Monitor activity on all major contracts and programmes as these may become candidates for VFM review in the future, and oversee compliance and regularity audits on petty contracts.
8. 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's Degree in Accounting or equivalent
- Professional accounting qualification
- Six (6) years' experience in a related area
- Experience public and private sector auditing
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of auditing standards and accounting principles
- Excellent knowledge of budgeting
- Excellent knowledge of Public Administration
- Excellent knowledge of public policies and procedures
- Sound knowledge of the use of office equipment and computer applications
- Excellent management and supervisory skills
- Sound interpersonal and organisational 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
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrdbvi@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.