

JOB DESCRIPTION

Job Title: **Auditor**
Grade: Level 8
Reporting to: Principal Auditor

Job Summary

The Auditor examines and analyses accounting records to determine financial status of public entities and prepare financial reports concerning operating procedures.

Duties and Responsibilities

- Assist in the preparation of the annual audit plan.
- Assist in pre-planning of individual audit activities.
- Ensure adherence to the Audit Manual and professional standards at all times.
- To maintain good quality audit assignment working papers, accurately referenced, properly filed and of sufficient detail.
- Conduct interviews with client personnel when necessary.
- Prepare initial audit observations and findings for submission to the Team Leader.
- Assist in drafting reports.
- Ensure tasks are accomplished to meet deadlines.
- Handover completed jobs/tasks to Team Leader for review.
- May act as Team Leader when necessary.
- Any other duties that may be assigned from time-to-time.

Person Specification

Qualification

- **Education:** ACCA Part II or Bachelors degree in Accounting, Auditing, Finance or related field.
- **Experience:** None required.

Knowledge

- Knowledge of public sector auditing.
- Knowledge of legislation and regulatory framework for ASSL
- Knowledge of local and international accounting standards
- Knowledge of local and international auditing standards
- Proficiency in Microsoft PowerPoint, Word & Excel.

Skills and Ability

- Meticulous attention to detail.
- Excellent oral and writing skills.
- Good interpersonal skills.
- Good analytical skills.
- Ability to work to deadlines.
- Should be able to produce quality work under pressure.
- Skilled at evaluating systems of controls and determining appropriate testing strategies.

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Job Holder (*Name & Signature*)

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Supervisor (*Name & Signature*)

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Date