

## J O B   D E S C R I P T I O N

Job Title:           **Deputy Auditor-General**

Grade:               Executive

Reporting to:       The Auditor-General

### **Job Summary**

The Deputy Auditor-General (DAG) is one of four Deputy Auditors General and is a member of the executive management team. The DAG is a key contributor providing advice and support in the fulfillment of the service mandate of the Auditor-General. The position makes recommendations to and implements the Audit Service Sierra Leone's strategies and policies, The Deputy Auditor-General, under the general direction of the Auditor General leads and directs a country-wide audit program.

### **Duties and Responsibilities**

#### **Operations**

- Provide leadership and guidance on auditing and preparation of audit reports on central, local government and any other entity funded by public funds.
- Directs and approves the reporting, review and monitoring of audit programmes.
- Review audit reports for approval by the Auditor-General to ensure compliance with relevant auditing and reporting standards.
- Supports the Auditor-General in providing recommendations to the audited public entities.
- Provide feedback to Management of audit reports in order to enhance decision making.
- Responsible for continuous implementation of the audit process manual, through continuous assistance and training of Divisional Heads and other staff members.
- Advise and make recommendations to the Auditor-General on execution of the Audit Service work plan.

#### **Strategic Management**

- Provide leadership in the implementation of the ASSL's Strategic Plan and provide timely and quarterly work plan for staff at all levels in the implementation of the Strategic Plan.
- Provides strategic advice and direction for program development, audit and budget planning, monitoring and reporting activities, annual service planning, policies and legislation development ensuring they meet ASSL's mandate and service plan goals.
- Carry out research on Audit methodologies and techniques with a view to introducing modern methods and approaches to auditing.

- Develops service standards according to audit goals and within the realm of the Auditor General's legislative mandate and available resources.
- Oversees the Office's system of quality control and ensures compliance with related legislation, regulations, policies and guidelines.
- Provides strategic leadership or management of potentially controversial operational issues, complex or sensitive projects, files and special initiatives.
- Provides strategic advice to the Auditor General on issues regarding professional ethics and independence; audit engagement selection, acceptance or continuance; access to information denials; suspected or actual wrongdoing and fraud; internal and external complaints; and, differences of opinion.

#### **Human Resources Management**

- Provides executive leadership to senior management staff, including managing resources to ensure they are productively utilised across the office;
- Develop work and professional development plans.
- Manage performance and expectations and complete appraisal of divisional team members.
- Mentor and coach to develop and grow a highly functioning team;
- Take appropriate staffing action when required.

#### **Stakeholder Relationships**

- Acts as an executive liaison with a variety of stakeholders - members and committees of Parliament, Ministers and Deputy Ministers, central agencies, other provincial and state agencies, professional bodies and interests in the private sector.
- Supports the Auditor General in pro-active government consultation to develop and maintain cooperative working relationships conducive to the achievement of ASSL's goals.
- Maintains effective, open and consultative relationships with auditees and other stakeholders (both internal and external).
- Supports the Auditor General in the development, negotiation and delivery of partnerships, protocols, agreements or memorandums of understanding with ministries, agencies, levels of government and stakeholders to address or resolve management issues or further ASSLs objectives.
- Oversees the relationship with contractors to help ensure that the required services meet the required standards of quality, timeliness, and adherence to agreed cost and budget.
- Represents ASSL at public, stakeholder, academic and cross government forums, at regional, provincial and national levels, with the authority to negotiate solutions.
- Leads the development of issue papers, business cases, forecasts and reports regarding program delivery and operation of ASSL.

## Person Specification

### Qualification

- **Education:** ACCA or its equivalent, or Master's Degree, in Accounting, Auditing, Finance or related field.
- **Experience:** At least, nine years' (with ACCA) or 15 years' (without ACCA), practical experience in auditing from a reputable organisation, preferably in the public sector.

### Knowledge

- Knowledge of public sector auditing.
- Knowledge of the International Public Sector Accounting Standards (IPSAS) and the International Standards for Supreme Audit Institutions (ISSAIs).
- Knowledge of statutes, rules, and regulations applicable to public sector institutions.
- Proficiency in Microsoft PowerPoint, Word & Excel.
- Proven record of conducting audits and investigations.

### Skills and Ability

- High calibre of leadership, ethics & integrity
- Ability to lead and manage large multi-disciplinary teams
- Excellent attention to detail
- Should be able to produce high quality work under pressure
- Excellent oral and writing skills
- Ability to impose discipline where necessary
- Excellent interpersonal skill
- High influencing and negotiating skill
- Effective organisational and time-management skills
- Ability to multi-task
- Focused with sound professional judgment

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**Job Holder** (*Name & Signature*)

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**Supervisor** (*Name & Signature*)

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**Date**