



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITY

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position:-

Auditor (FMG/AS 2) (Vacant)

Applications are invited from suitably qualified officers to fill the positions of **Auditor (FMG/AS 2) (Vacant)**.

1. JOB PURPOSE:

To assist all levels of management in achieving the organizational objectives effectively, by examining the internal control systems in accordance with the Government policies and procedures to determine the adequacy and integrity of the system.

2. KEY OUTPUTS:

- Work Plan prepared
- Working papers prepared
- Reports produced
- Recommendation/ Advice made
- Internal Control assessed
- Files investigated

3. KEY RESPONSIBILITY AREAS:

Technical

- Prepares work plans to support the time budget based assignment.
- Conducts audit inspections of areas such as financial statements for recurrent, deposit and capital accounts, payroll, vouchers, furniture and equipment inventories, stores, farm work payments, work permit and pay and condition of employment to determine if transactions were properly supported in accordance with the FAA Act and Government Regulations and are arithmetically correct.
- Conducts walk through audit of departments/division/agencies/local offices to use as a guide in the detailed assignment.
- Discusses audit findings with team leader and Senior Auditor
- Evaluates and review working papers and reports with team members to facilitate preparation of interim/monthly/quarterly report to team leader.
- Prepares and submits audit reports of finding and recommendation to team leader.
- Ensures compliance with the relevant policies and procedures
- Assesses the effectiveness of the internal control system in place and make recommendations where applicable.
- Prepares charts, tables, flow charts and risk matrix to aid in the presentation of audit findings.
- Performs any other duties assigned

4. PERFORMANCE STANDARDS:

- Confidentiality and integrity are exercised in the performance of duties
- Work plans are comprehensive and accurately prepared and submitted within the agreed time frame and budget and in accordance with established policies and procedures
- Working papers and reports are accurate, clear and concise and prepared in accordance with established guidelines
- Recommendation/Advice are sound and are in accordance with established guidelines
- Findings are accurate and supported with audit evidence
- Internal controls are functional
- Staff is competent and productive

5. REQUIRED SKILLS/COMPETENCIES:

- Excellent knowledge of Government's Accounting policies and procedures
- Excellent analytical skills
- Excellent interpersonal and customer service skills
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Ability to lead and work in team
- working knowledge of relevant computer application
- Sound knowledge of the FAA Act

6. MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

First Degree in Accounts, Finance, Business Administration, Management or Economics

Or

ACCA Fundamentals or equivalent **and no experience**

Or

Qualification for entry level audit position plus at least two (2) years experience

7. SPECIAL WORKING CONDITIONS:

Investigations carried out in volatile communities.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Wednesday, June 11, 2025** addressed to

Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security,
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: resume@mlss.gov.jm

Please note that only shortlisted persons will be contacted.