



Making Barbados Work Better

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CIRCULAR

FROM: CHIEF PERSONNEL OFFICER
TO: Permanent Secretaries
Heads of Departments
DATE: August 2, 2017

**Details Regarding the Vacant Post of
Internal Auditor I, Treasury Department,
Ministry of Finance and Economic Affairs**

In accordance with Paragraph 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from suitably qualified persons for permanent or temporary appointment to the above-mentioned post.

QUALIFICATIONS:

- (a) *A degree in Accounting; or*
- (b) *Completion of Level IV of the Certified General Accountants' Association programme or the equivalent level of a professional qualification in Accounting recognized by the Institute of Chartered Accountants of Barbados.*

In either case, not less than two years' experience in Accounting is required.

SALARY SCALE:

Z16-8: \$43,792.20 x 1,158.60 - \$44,950.80 x 1,484.04 - \$55,339.08
per annum.

DUTIES AND RESPONSIBILITIES:

- Monitors and audits the financial operations of the Accountant General's Office as well as Ministries and Departments in accordance with the Financial Management and Audit (Financial Rules) 2011, and the Financial Administration and Audit Act, 2007-11;
- Identifies and evaluates significant exposure to risk at the Treasury and other Ministries and Departments and contributes to the improvement of risk management and control systems;
- Prepares files and reports on audit issues and makes appropriate recommendations to improve Government's accounting systems;
- Prepares and executes audit programmes for assigned audits within agreed timeframes;
- Prepares first draft of audit reports for submission to the Senior Auditor within agreed timeframes;
- Submits progress reports;
- Attends exit conferences on completion of audit reports and documents responses from Auditee to the Senior Auditor in a timely manner;
- Keeps up to date on policies, rules and legislation that affect the organisation;
- Agrees to work extended hours from time to time; and
- Any other duties assigned.

KNOWLEDGE REQUIREMENTS:

Extensive knowledge of:

- The Financial Management and Audit (Financial Rules) 2011;
- Government's SmartStream Financial and Human Resources Management System; and
- Government's policies that can affect functioning of the organisation.

Relevant knowledge of:

- The Public Service Act, Cap. 29; and
- The General Orders.

SKILLS AND ABILITIES:

- Ability to carry out audits in accordance with International Standards for the Professional Practice of Internal Auditing;
- Ability to conduct effective auditing interviews in an effort to gather evidence from various sources;
- Ability to maintain a high level of integrity and confidentiality;
- Good written and verbal communication skills;
- Good interpersonal skills;
- Must be willing to work with minimal supervision; and
- Proficient in the use of computer applications.

APPOINTMENT:

The appointment may be permanent or temporary. If permanent, the appointment is subject to medical fitness and a probationary period, except in the case of serving officers. If temporary, the appointment is subject to termination by one (1) month's notice on either side.

LEAVE:

Leave is granted as follows:-

Vacation Leave

Z11-8

Forty-two (42) days vacation leave per year, fourteen (14) of which must be taken annually or lost. At least five (5) of the fourteen (14) days must be taken consecutively. There is a maximum accumulation of one hundred and twenty-six (126) days.

Z16-12

Thirty (30) days vacation leave is granted per year. Fourteen (14) of the thirty (30) days must be taken annually or lost. At least five (5) of the fourteen (14) days must be taken consecutively. There is a maximum accumulation of seventy-eight (78) days.

Sick Leave

Twenty-one (21) days sick leave per year for permanently appointed officers. Fourteen (14) days sick leave per year for temporary officers.

METHOD OF SELECTION:

The selection process will be based on merit and may involve interviews, oral and/or written tests and/or any other method of selection approved by the Public Service Commission. Only suitably qualified applicants will be considered for selection. A Priority List arising out of the selection process, and approved by the appointing authority, will be valid for a period of two (2) years in keeping with Paragraph 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

ASSESSMENT:

Officers will be assessed on the following:-

- Relevant qualifications and professional training;
- Experience;
- Performance Review and Development System (PRDS) appraisals;
- General suitability; and
- Any other assessment method approved by the Public Service Commission.

It should be noted that the Performance Review and Development System (PRDS) appraisals will be required for all officers.

All officers are subject to the Public Service Act, Cap. 29, regulations, rules, orders and departmental instructions which may be in force from time to time and performance will be assessed using the Performance Review and Development System (PRDS).

Applications on appropriate forms, **(SC 35)**, to be used by officers permanently employed in the Public Service of Barbados and **(SC 21)** for all other applicants, accompanied by an **up-to-date Curriculum Vitae**, should be submitted to the Chief Personnel Officer, Personnel Administration Division, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, no later than **2017-09-15**.

Only applicants who fully meet the eligibility criteria at 2017-09-15 will be acknowledged.

I shall be grateful if you will bring the contents of this Circular to the attention of all staff in your Ministry/Department.

D. LOWE (Miss)
for Chief Personnel Officer

DL/scs