



**Making Barbados Work Better**

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## **C I R C U L A R**

**FROM:** CHIEF PERSONNEL OFFICER

**TO:** Permanent Secretaries and  
Heads of Department

**DATE:** 2017-08-08

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### **Details Regarding the Temporary Post of Audit Principal, 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 acting or temporary appointment to the above-mentioned post.

#### **QUALIFICATION REQUIREMENTS:**

A professional qualification in Accounting recognised by the Institute of Chartered Accountants of Barbados and not less than five years' relevant post-qualification experience.

#### **SALARY:**

S5: \$98,087.04 per annum (fixed).

Telephone allowance of \$69.06 per month.

#### **DUTIES AND RESPONSIBILITIES:**

- Conducts reviews of major audits undertaken by the Office to ensure that they are in compliance with international auditing standards;

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- Develops and implements policies and procedures required for staff to meet evolving professional standards;
- Evaluates the Office's quality control policies and procedures, as well as its level of compliance;
- Develops and launches of compliance, financial and value-for money audit methodology and related tools which includes the development of specific guidance material and templates;
- Develops training materials and delivers training sessions;
- Monitors emerging financial, accounting and auditing standards, and the preparation of the Officer's positions for those emerging standards;
- Keeps up-to-date with current developments affecting the public sector auditing profession; enhances the professional and technical knowledge of staff;
- Provides timely consultation to audit teams on difficult or contentious accounting and auditing matters, which includes conducting research on issues and perspectives that impact on the work of the Office;
- Assists with the development of annual business plans and related performance measures for the professional practice functions and provides periodic updates to senior management;
- Establishes effective unit work programs, monitors progress, makes modification where necessary;
- Conveys accurate, clear and concise information;
- Provides quick and constructive responses to queries.

**SKILLS AND ABILITIES:**

- Ability to develop, deliver and co-ordinate technical training sessions;
- Ability to develop, explain and present policies and practices, both verbally and in writing, in a clear and concise style;
- Demonstrates good communication skills;
- Makes defensible decisions based on sound judgement;

- Ability to organise work and utilise resources to best effect;
- Adopts and promotes a high performance environment.

**KNOWLEDGE REQUIREMENTS:**

- Extensive knowledge of the International Financial Reporting and International Public Sector Accounting Standards;
- Extensive knowledge of INTOSAI Auditing Standards;
- Knowledge of Caseware or similar audit working paper software programme, and WINIDEA (the CAAT software used extensively on audits).
- Knowledge of standard office automation software (MS, word, Excel, etc.)

Knowledge of the Public Service Act, Cap. 29;

Knowledge of the General Order, 1980.

**DESIRABLE TRAITS:**

Ability to develop performance measures and standards would be an asset.

**APPOINTMENT:**

The appointment may be acting or temporary. A temporary appointment is subject to termination by one month's notice on either side.

**Leave:**

Leave is granted as follows:

Forty-two (42) days' vacation leave of which fourteen (14) 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.

Twenty-one (21) days sick leave per year.

#### **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. 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 short-listed in order to move on to the next stage of the selection process.

#### **ASSESSMENT:**

All officers will be assessed on the following:

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

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

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 annually using the Performance Review and Development System (PRDS), appraisal.

Applications should be submitted on appropriate forms, **(SC 35)** to be used by appointed officers in the Public Service of Barbados and **(SC 21)** for all temporary officers, accompanied by an **up-to-date Curriculum Vitae**, through the Permanent Secretary or Head of Department to reach the Chief Personnel Officer, Personnel Administration Division, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, no later than **2017-09-29**.

**Only applicants, who fully meet the eligibility criteria at 2017-09-29, will be acknowledged.**

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

**K. AHYEW-SHEPHERD (Mrs.)**  
for Chief Personnel Officer

KA-S/emm/kj