



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 Departments

DATE: 2017-08-08

Details Regarding the Temporary Post of Professional Auditor (Financial Audits)

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 experience.

SALARY:

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

Telephone allowance of \$69.06 per month.

DUTIES AND RESPONSIBILITIES:

- Plans, organises and supervises the execution of the work programs including the review of audit plans, identifying areas of concern and making recommendation on audit approach.

- Develops audit programs, clearly defining the scope, objectives, methodologies, determining materiality and risks for complex and high risk audit assignment.
- Performs complex, sensitive and high risk audits;
- Performs audits in accordance with generally accepted auditing standards, government laws and regulations;
- Ensures audits are properly supervised and effectively review;
- Leads team in delivering the team's audit work to the agreed timetable, budget and high quality standards;
- Provides on the job training and quality advice on accounting and auditing issues to staff;
- Evaluates the work of support staff and reporting on their performance;
- Provides quality service in respect of accounting, internal control and corporate governance issues to clients, often to short timescales.
- Attends meetings of the Public Accounts Committee;
- Ensures quality, innovation and improvement of audits;
- Organises work and utilised resources to the best effect;
- Provides quick and constructive responses to queries;
- Keeps up to date with current developments affecting the public sector auditing profession; enhances the professional and technical knowledge of staff;
- Deputises for the Deputy Auditor General if and when required.

SKILLS AND ABILITIES:

- Conducts audit in accordance with the International Auditing Standards, Governmental Laws and Regulations within a diverse audit portfolio;
- Good verbal and written communication skills that provide client organisations with clear, concise and cost effective recommendations;

- Ability to review financial statements in accordance with International Accounting Standards, International Public Sector Accounting Standards and statutory reporting requirements;
- Ability to manage staff, audit clients, the Public Accounts Committee, other stakeholders and office operations;
- Makes defensible decision based on sound judgment;
- Ability to adopt and promote a high performance environment and deliver work in a timely manner;
- Ability to organise work and utilised resources to the best effect Demonstrates good communication skills;
- Conveys clear, concise and accurate information;
- Displays drive to overcome difficulties; advises, leads, motivates and support team members towards the timely achievement of goals.
- Ability to work under pressure and within deadlines.

KNOWLEDGE REQUIREMENTS:

- Knowledge of Caseware or similar audit working paper software Programme and WINIDEA (the CAAT software used extensively on audits).

Detailed knowledge of standard office automation software (MS, Word, Excel)

Knowledge of the Public Service Act, Cap. 29;

Knowledge of the General Orders, 1970.

DESIRABLE TRAITS:

Identifies and focuses on key issues to develop critical findings and recommendations.

APPOINTMENT:

The appointment may be acting or temporary. A temporary appointment is subject to 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) appraisal 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).

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**, 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