



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE AUDITOR	2. DIVISION HEAD OFFICE	3. DEPARTMENT INTERNAL AUDIT
4. ORGANISATIONAL RELATIONSHIP The Auditor will report to the Internal Auditor.		5. NATURE & SCOPE The Auditor is responsible for executing the audit plans and programmes approved by the Audit Committee of the Regional Health Authority. He/She reports on whether internal controls are operating effectively and makes recommendations for improvements.
6. SPECIFIC ACCOUNTABILITIES The Auditor: <ul style="list-style-type: none"> <input type="checkbox"/> Examines all records and files e.g. accounting records, pay records cards, personnel files and other confidential records as required in the conduct of an audit at the various locations where these records are held. <input type="checkbox"/> Attends annual stock counts at Health Centres and accounting units. <input type="checkbox"/> Performs spot checks on stock, records fixed assets and physical stock held at any location within the Eastern Regional Health Authority. <input type="checkbox"/> Conducts cash surveys on Revenue and Petty Cash floats at the location where held. <input type="checkbox"/> Audits various arrears of salary and other allowances, before they can be processed for payment. <input type="checkbox"/> Audit Retirement Benefits. <input type="checkbox"/> Performs Financial Systems and operational audits. <input type="checkbox"/> Draft reports on the findings of any audit activity conducted and make recommendations for improvement where necessary. <input type="checkbox"/> Performs any other related duties as may be assigned by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Exposure to International Auditing Standards and Public Service Regulations with respect to salary and other terms and conditions of employment. <input type="checkbox"/> Excellent interpersonal skills. <input type="checkbox"/> Good analytical skills. <input type="checkbox"/> Effective time management skills. <input type="checkbox"/> Ability to prepare reports. <input type="checkbox"/> Ability to work with a team. <input type="checkbox"/> Ability to Multi-Task. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> <input type="checkbox"/> Completion of Level II ACCA or equivalent. <input type="checkbox"/> Minimum of three (3) years experience in an auditing environment. <input type="checkbox"/> Experience in accounting and auditing software packages will be an asset. <input type="checkbox"/> Any equivalent combination of training and experience. 		
9. SUPERVISORY RESPONSIBILITIES N/A		

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Audit Committee and Internal Auditor
- Chief Executive Officer
- Other Members of the Management Executive Team
- Other Members of the Management Team
- All Heads of Department
- All other staff members

External:

- Ministry of Health
- Other Regional Health Authorities
- Institute of Internal Auditor
- Auditor Generals Department
- Institute of Chartered Accountants of Trinidad and Tobago
- Institute of Internal Auditors