



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE INTERNAL AUDITOR	2. DIVISION HEAD OFFICE	3. DEPARTMENT AUDIT
4. ORGANISATIONAL RELATIONSHIP The Internal Auditor will report the Chair of Audit Committee and the Chairman of the Board and administratively to the Chief Executive Officer.		5. NATURE & SCOPE The Internal Auditor is responsible for reviewing the operations of the Authority to ensure that performance systems are in accordance with approved policies and regulations. Responsibilities will include the conduct of internal audits and reviews to assess the effectiveness of operational and financial controls and systems, business processes, risk management systems and governance processes with a view to maintenance of their effectiveness.
6. SPECIFIC ACCOUNTABILITIES The Internal Auditor: <ul style="list-style-type: none"> <input type="checkbox"/> Organizes and manages the functions of the Internal Audit Department. <input type="checkbox"/> Prepares a risk-based Internal Audit Plan for the Authority on an annual basis. <input type="checkbox"/> Responsible for the review and monitoring of internal controls. <input type="checkbox"/> Conducts operational, economical, efficiency, performance, financial and compliance audits to ensure that policies and systems of control are robust and make recommendations for the improvement of the organization. <input type="checkbox"/> Adapts a consultative role to ensure that required solutions are implemented to enhance efficiency and effectiveness of systems. <input type="checkbox"/> Prepares and submits Internal Audit reports in accordance with audit plans to the relevant manager. <input type="checkbox"/> Attends Management Team meetings of the Authority to be abreast with the Authority's plans and activities. <input type="checkbox"/> Proactively advises or comments on the design and introduction of new or revised administrative systems, ensuring that the required accountability and transparency framework are built into these systems. <input type="checkbox"/> Performs any related work as required by the approved Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Extensive knowledge of International Auditing Standards. <input type="checkbox"/> Excellent communication skills, both oral and written. <input type="checkbox"/> Excellent interpersonal and communication skills. <input type="checkbox"/> Excellent team player qualities and knowledge of group dynamics. <input type="checkbox"/> Leadership and motivational skills. <input type="checkbox"/> Possess sound analytical skills. <input type="checkbox"/> Ability to supervision and train employees. <input type="checkbox"/> Ability to organize priorities and schedule work assignments. <input type="checkbox"/> Ability to work with minimal supervision. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> <input type="checkbox"/> Full professional accounting certification such as ACCA. <input type="checkbox"/> Completed Level 2 of the Certified Internal Auditor certification (CIA) <input type="checkbox"/> Minimum of seven (7) years working experience with three (3) years experience in a Senior Audit capacity. <input type="checkbox"/> Computer Literate in Microsoft Office Suite. <input type="checkbox"/> Any equivalent combination of training and experience. 		

9. SUPERVISORY RESPONSIBILITIES

- Auditors
- Administrative Assistant

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Chairman of Board
- Chief Executive Officer
- Members of the Management Executive Team
- Member of the Management Team
- Other Heads of Department
- Members of the Audit Committee

External:

- Ministry of Health
- Auditor General's Department
- Other Regional Health Authorities