



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">❑ 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.❑ Attends annual stock counts at Health Centres and accounting units.❑ Performs spot checks on stock, records fixed assets and physical stock held at any location within the Eastern Regional Health Authority.❑ Conducts cash surveys on Revenue and Petty Cash floats at the location where held.❑ Audits various arrears of salary and other allowances, before they can be processed for payment.❑ Audit Retirement Benefits.❑ Performs Financial Systems and operational audits.❑ Draft reports on the findings of any audit activity conducted and make recommendations for improvement where necessary.❑ 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">❑ Exposure to International Auditing Standards and Public Service Regulations with respect to salary and other terms and conditions of employment.❑ Excellent interpersonal skills.❑ Good analytical skills.❑ Effective time management skills.❑ Ability to prepare reports.❑ Ability to work with a team.❑ Ability to Multi-Task.		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none">❑ Completion of Level II ACCA or equivalent.❑ Minimum of three (3) years’ experience in an auditing environment.❑ Experience in accounting and auditing software packages will be an asset.❑ 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