



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
INTERNAL AUDITOR	HEAD OFFICE	AUDIT
4. ORGANISATIONAL RELATIONSHIP	5. NATURE & SCOPE	
The Internal Auditor will report the Chair of Audit Committee and the Chairman of the Board and administratively to the Chief Executive Officer.	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:		
❑ Organizes and manages the functions of the Internal Audit Department. ❑ Prepares a risk-based Internal Audit Plan for the Authority on an annual basis. ❑ Responsible for the review and monitoring of internal controls. ❑ 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. ❑ Adapts a consultative role to ensure that required solutions are implemented to enhance efficiency and effectiveness of systems. ❑ Prepares and submits Internal Audit reports in accordance with audit plans to the relevant manager. ❑ Attends Management Team meetings of the Authority to be abreast with the Authority’s plans and activities. ❑ 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. ❑ Performs any related work as required by the approved Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
❑ Extensive knowledge of International Auditing Standards. ❑ Excellent communication skills, both oral and written. ❑ Excellent interpersonal and communication skills. ❑ Excellent team player qualities and knowledge of group dynamics. ❑ Leadership and motivational skills. ❑ Possess sound analytical skills. ❑ Ability to supervision and train employees. ❑ Ability to organize priorities and schedule work assignments. ❑ Ability to work with minimal supervision.		
8. MINIMUM TRAINING AND EXPERIENCE		
❑ Full professional accounting certification such as ACCA. ❑ Completed Level 2 of the Certified Internal Auditor certification (CIA) ❑ Minimum of seven (7) years working experience with three (3) years experience in a Senior Audit capacity. ❑ Computer Literate in Microsoft Office Suite. ❑ 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