



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SENIOR AUDITOR	2. DIVISION HEAD OFFICE	3. DEPARTMENT INTERNAL AUDIT
4. ORGANIZATIONAL RELATIONSHIP The Senior Auditor will report to the Chief Audit Executive.	5. NATURE & SCOPE The Senior Auditor is responsible for supervising the operational and personnel activities of the Internal Audit Department and assisting the Chief Audit Executive in the conduct of audit assignments to ensure that financial policies, systems of internal controls and other operational activities are in compliance with the Regional Health Authority's policies and procedures. Generally Accepted Accounting Principles "GAPPs" and the International Standards for the Professional Practice of Internal Auditing.	
6. SPECIFIC ACCOUNTABILITIES The Senior Auditor: <ul style="list-style-type: none"> ❑ Assists in the preparation of an Audit Risk Universe, Risk Assessments, the Annual (Risk-Based) Internal Audit Plan and the Annual Budget for the department. ❑ Prepares audit work programs, scopes and resource allocation plans, to accomplish audit objectives. ❑ Monitors standards of performance and determines if performance meets the standards. ❑ Supervises and/or schedules assignments based on the approved Annual (Risk-Based) Audit Plan and special projects assigned. ❑ Ensures that internal audit working papers are prepared and maintained. ❑ Monitors the completion/implementation of all internal audit recommendations. ❑ Reviews and evaluates the overall accounting and operational controls and assist in the same for computerized systems. ❑ Draws conclusions and make appropriate recommendations to improve the efficiency of the administrative, operational and financial/accounting systems, procedures and controls. ❑ Communicates audit results and prepares formal written Audit Reports in accordance with departmental guidelines and discuss findings with affected management. ❑ Participates in and /or lead exit conferences. ❑ Establishes and monitors accomplishment of objectives directed towards increasing the Internal Audit activity's ability to serve management. ❑ Provides guidance to the Auditors and Audit Assistants to assist in the development of staff in the Internal Audit Department ❑ Performs related work as may be required. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> ❑ Knowledge of the Global Internal Audit Standards and Public Sector Regulations governing the Regional Health Authorities. ❑ Effective communication skills, both oral and written. ❑ Excellent team player qualities and knowledge of group dynamics. ❑ Leadership and motivational skills. ❑ Analytical skills. ❑ Ability to supervise and train employees. ❑ Ability to prioritize and schedule work assignments. ❑ Ability to work with minimal supervision. ❑ Ability to multi-task. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> ❑ Full professional accounting certification such as ACCA. ❑ Completed Level 1 of the Certified Internal Auditor Certification (CIA) ❑ Minimum of five (5) years working experience with two (2) years' experience in a Senior Internal Audit capacity. 		

- Experience in a computerized environment.
- Any equivalent combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Auditor
- Audit Assistant

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- Chief Audit Executive
- Chief Executive Officer
- All Members of the Internal Audit Department
- Administrative Assistant
- Audit Committee
- Management Team
- All Heads of Department

External:

- Ministry of Health
- Auditor General's Department
- Other Regional Health Authorities
- ICATT
- IIA Local Chapter TT