



Ministry of
Education & Youth

CAREER OPPORTUNITY

JOB TITLE : **AUDITOR (FMG/AS 2) - VACANT, REGIONAL FINANCIAL MANAGEMENT SECTION
KINGSTON REGIONAL OFFICE, REGION 1**

Under the general supervision of the Director- Regional Educational Services, the Auditor is responsible for reviewing financial & other reports and undertaking comprehensive and extensive investigation of non-compliance and breaches of laws, regulations, policies and directives pertaining to the Schools and Region. The Auditor is also expected to monitor the implementation of recommendations made to the Region, from Internal and External Auditors and other Auditing/regulatory bodies to ensure compliance.

REQUIRED EDUCATION AND EXPERIENCE

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
- ACCA Fundamentals or; equivalent and no experience;
- ASc. Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus at least two (2) years auditing or accounting experience.

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Salary Scale: \$4,266,270.00 to \$5,737,658.00 per annum
(FMG/AS 2) Salary Scale, Band 8.





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5883. INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN THURSDAY, JULY 16, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 -4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT



**MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
REGIONAL EDUCATIONAL SERVICES
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Auditor
JOB GRADE:	FMG/AS 2
POST NUMBER:	
BRANCH:	Regional Educational Services Office
SECTION:	Regional Financial Management
REPORTS TO:	Director, Regional Educational Services
MANAGES:	N/A

Strategic Objectives of the Branch:

The Regional Educational Services Division provides support services to ensure the Ministry of Education & Youth policies are implemented and executed within the region and all the schools for which they are responsible.

Job Purpose:

Under the general supervision of the Director- Regional Educational Services, the Auditor is responsible for reviewing financial & other reports and undertaking comprehensive and extensive investigation of non-compliance with and breaches of laws, regulations, policies and directives pertaining to the Schools and Region. The Auditor is also expected to monitor the implementation of recommendations made to the Region, from Internal and External Auditors and other Auditing/regulatory bodies to ensure compliance.

Key Outputs:

- Annual Work Plan prepared
- Financial & other reports reviewed
- Compliance, investigative and post audit annual programme schedule developed
- Implementation of Post Audit recommendations monitored
- Programmes reports on Findings produced
- Monthly, quarterly and other reports prepared
- Weekly itinerary sheets, time sheets & travelling claim forms prepared

Key Responsibility Areas:

Technical / Professional Responsibilities:

- Conducts on-going investigation of non-compliance/breaches within the Schools and Regional Offices operations and make recommendations for corrective or other actions to be taken;
- Reviews and analyzes reports from the Auditor General, the Internal Audit Division and External Auditors, Public Accountability Inspectorate and Financial Analyst of the Financial Management Division to identify non-compliance issues;
- Providing technical advice the implementation of regarding the implementations of recommendations arising from Internal and External reports regarding non-compliance and post audit activities to ensure that compliance measures are implemented;
- Monitors corrective measures implemented to ensure that the work undertaken and completed from budgetary allocation and other resources are in accordance with plan and stipulated policies and regulations as directed;
- Secures and preserves documentation etc. in the event that misappropriation and/or fraud is uncovered;
- Develops and executes training programmes in collaboration with the Regional Director for Bursars, Principals, and staff in Financial Services, to enhance compliance within Educational Institutions;
- Prepares and maintains the checklist of financial management standards of the FAA Act, PBMA Act, the Generally Accepted Accounting Principles and International Financial Reporting Standards as a tool for the monitoring of compliance by schools and the Region.

Management/Administrative Responsibilities:

- Prepares Annual Work Plan;
- Provides technical advice with the revision of the Compliance policies and procedures in accordance with existing laws, regulations, other enactments, guidelines, directives and best practices standards to strengthen the financial and management operations of the Schools/Region;
- Prepares Reports for transactions or suspicious activities indicative of abuse or fraud, recommending action to be taken to protect the financial and other assets of the Ministry.

Performance Standards:

- Annual Work Plan prepared according to PMAS standards and timeframe;
- Confidentiality and integrity consistently exercised in the performance of duties;
- Compliance, investigative and post audit programmes are undertaken as scheduled;
- Analytical reports and investigation findings are accurate, comprehensive, concise and prepared in conformity to high professional standards, and submitted within agreed time frame;
- Analytical presentation of data and investigation activities conducted using established methodologies and best practices;
- Professional advice given is sound and timely.

Internal and External Contacts (specify purpose of significant contacts)

Within the Ministry

Contact (Title)	Purpose of Communication
Unit/Section Heads, School Principals & Bursars	To conduct reviews and discuss findings and monitoring actions

Regional office personnel	To effect corrective action, discuss investigative findings and conduct monitoring
Internal Auditors	Re collaboration. Providing/receiving information
Director, Compliance	Providing/receiving information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Police (Fraud) investigation Unit	Consultations and joint investigation
Public Accountability Inspectorate	Obtain and/or provide information
Accountant General's Department	Obtain and/or provide information
External Auditors	To provide/obtain information

Required Competencies:

Core:

- Good communication skills, both oral and written
- Good analytical skills
- Excellent interpersonal skills
- Excellent planning and organising skills
- Excellent time management skills
- Ability to maintain confidentiality and integrity in matters of a sensitive nature
- Ability to exercise professionalism, tact, sensitivity and discretion in dealing with people
- Ability to determine priorities and schedule and structure tasks in order to meet deadlines
- Ability to work independently without close supervision
- High level of stress tolerance
- Attention to detail

Technical:

- Knowledge of the Education Act and Regulations
- Knowledge of Polices, Rules and Regulations of the MOE&Y
- Sound knowledge of current auditing and/or accounting principles, practices and standards
- Proficiency in financial statements/reports analysis techniques
- Working knowledge of the FAA Act, PBMA Act
- Knowledge of the laws and regulations governing the Agencies and Departments
- Knowledge of the compliance analysis techniques
- Proficiency in computer applications.(Microsoft Suite)

Minimum Required Education and Experience:

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics 2 .
- ACCA Fundamentals or; equivalent and no experience.
- ASc. Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus at least two (2) years auditing or accounting experience.

Authority To:

- Recommend corrective action for non-compliance
- Recommend changes to operational policies and procedures
- Conduct investigation of compliance/non-compliance within Schools and the Region
- Access confidential information

Specific Conditions Associated with the Job:

- Normal working environment
- Required to work beyond normal working hours to meet deadlines
- Required to travel island wide to perform investigations and other post compliance activities
- Required to possess a valid Driver's License and a reliable motor vehicle