



Career Opportunity – Advertisement

Applications are invited from suitably qualified persons to fill the following position in the Executive Management, **Internal Audit Unit**, Ministry of Health and Wellness.

Assistant Auditor (FMG/AS 1)
(Vacant & Not Vacant) – Two (2) Positions
(Salary: \$3,501,526.00 per annum)

JOB PURPOSE

Reporting to the Senior Auditor, the Assistant Auditor To provide appraisal reports on the accounting systems, internal controls, risk management and governance processes for the Ministry of Health and Wellness and its department/agencies to determine compliance with legislation, policies, objectives and regulations, and assessing their efficiency, economy, and operational effectiveness and identifying any possible weaknesses in the established systems, with a view to making recommendations for possible solutions.

KEY OUTPUT

- Risk matrix developed;
- Compliance, Operational, Performance, Financial and Information Technology audits conducted;
- Accounting and Operations records examined;
- Working papers on TeamMate prepared;
- Weekly and Monthly Reports/Updates on audits/assignments prepared and submitted;
- Individual work plan prepared;

KEY RESPONSIBILITY AREAS INCLUDES:

Technical Responsibilities

- Assesses the adequacy of internal control over financial reporting, safeguarding of assets, compliance with laws and the efficiency and effectiveness of the operation.
- Scrutinizes operations records which include financial statements, payment vouchers, receipts, cashbooks, journal vouchers, value books with register slips and information technology systems.
- Examines accounting systems, internal controls, risk management and governance processes of the Ministry and its portfolio entities.

- Manages assignments using auditing tools (TeamMate & ACL) and prepare working papers for submission and review.
- Prepares working papers on TeamMate for submission.
- Develops Risk Matrix for assigned project/s to identify possible risks and recommend strategies to mitigate same.
- Clarifies any queries on working papers and reports prepared.
- Assists in the preparation of preliminary recommendations and drafting of reports.
- Prepares monthly and weekly updates for submission;
- Prepares Individual Work Plan (PMAS) in alignment with the Operational Plan and submitted to the Audit Supervisor for discussion and evaluation.

Other Responsibilities

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

PERFORMANCE STANDARDS

- Audits (Compliance, Operational, Performance, Financial and Information Technology) are conducted in keeping with risk-based audit plans and audit programmes.
- Operations records, systems, practices and policies are examined in keeping with established guidelines and within the specified timeframe.
- Verifications conducted in keeping with established guidelines and procedures within the specified timeframe.
- Working papers prepared and submitted on TeamMate within the specified timeframe and in accordance with the standards, Financial Administration and Audit Act, Internal Audit Manual and Institute of Internal Audit (IIA) Standards.
- Weekly and Monthly Reports/Updates on audits/assignments prepared and submitted within the specified and agreed timeframe.
- Ethical standards and guidelines governing the accounting and auditing profession are adhered to.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- ASc. Degree, AAT Diploma, A.C.C.A – CAT Level 3 or equivalent qualification;
- ACCA Level 1
- One (1) year or more related working experience.

Applications with résumés are to be submitted no later than **Friday, July 3, 2026** to:

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
40 Knutsford Boulevard
Kingston 5
jobs@moh.gov.jm**

The Ministry of Health & Wellness thanks all applicants for their interest; however, please note that only shortlisted candidates will be contacted.