



## 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.

**Audit Clerk (FMG/AUC 1)**  
**(Vacant) – One (1) Position**  
**(Salary: \$1,711,060.00 per annum)**

### JOB PURPOSE

Under the direct supervision of the Auditor, the incumbent is responsible for the examination of transaction, records and documents both financial and operational to determine compliance with the provisions of relevant laws, regulation, policies, rules and identify any weaknesses in the Internal Control, Governance and Risk Management with a view to making recommendations for possible solutions.

### KEY OUTPUT

- Accounting records vouched;
- Working papers on TeamMate prepared;
- Draft reports prepared;
- Pre-Audit activities verified;
- Audit Assignments/engagement prepared and managed;
- Individual work plan prepared;

### KEY RESPONSIBILITY AREAS INCLUDES:

- Scrutinizes accounting records such as: payment vouchers, receipts, cashbooks, lodgement books, value book with registered letter slips.
- Verifies pre-audit activities (gratuity payments, salary arrears, Tuition Refund, Costing, Vacation Leave, Widows and Orphans, Salary Overpayment and indebtedness).
- Examines general receipt books/other official receipt books.
- Verifies Assets i.e. stores, furniture and equipment inventory.

- Conducts Cash Management Audit (Cash Inspections and Petty Cash)
- Clears any queries on working papers prepared.
- Prepares and manages audit engagements/assignments using auditing tools (TeamMate & ACL), prepare, and sign-off working papers on TeamMate
- Prepares monthly status report for submission to Senior Auditor.
- Prepares Individual work plan in alignment with operational plan of the Unit.
- Performs other related duties as assigned from time to time by Chief Audit Executive Audit Supervisor and Audit Senior.

### **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**

- Audit engagement/assignments are conducted in keeping with established guidelines, procedures, standards and within the specified timeframe.
- Working papers are prepared and submitted on TeamMate within the specified timeframe and in accordance with the standards of the Financial Administration and Audit Act, Internal Audit Manual and Institute of Internal Audit (IIA) Standards/other regulations/Circulars (MOF&P).
- Accounting records vouched in accordance with general Auditing Standards and best practices and within the required timeframe.
- Individual Work Plan (PMAS) prepared and submitted in alignment with the operational plan, required format and submitted within the stipulated timeline.
- Ethical standards, Internal Auditor Code of Ethic, and guidelines governing the accounting and auditing profession are adhered to.
- Compliance with the Ministry of Health Internal Audit Charter.
- Team Mate Working papers queries are cleared within the specified timeframe.
- All draft reports prepared and submitted within the required timeframe.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Five (4) GCE O' Level subjects (Grades A-C). (General, Grades 1-3), SSC (Ranges 4 or 5), of City and Guilds Level 3 passes, including a numeric subject and English Language or:
  - AAT Level 1 or;
  - ACCA-CAT Level A/Level 1
- Certificate in Accounting from an accredited University or;
- Completion of first year of the BSc. Degree in Accounting or Management Studies with Accounting or BBA Degree from an accredited University; or
- Post-secondary Certificate in Accounting, and In-Service training courses in Government Accounting are assets.

**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](mailto: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.**