



Audit Service Sierra Leone

JOB DESCRIPTION

Job Title: **Principal Auditor**

Grade: **Level 9**

Reports to: **Assistant Auditor General/Deputy Auditor General of the Division**

Duties & Responsibilities

- Develop, together with the relevant ASSL staff, a one year operational audit plan for the audit of MDAs under his/her Division/Supervision in line with the 5 year strategic plan. This has to be done in accordance with guidelines in the ASSL Audit Manual.
- Ensure timely development and execution of the divisional annual operational plan and advise the relevant Deputy Auditor General on a timely basis where risks of failure to adhere to the operational plan are foreseen.
- Ensure the development of individual audit task plans for approval by the Deputy Auditor General or any other person assigned by Auditor General.
- Takes the lead in the preparation of the audit programmes and present to the Deputy Auditor General for approval before the assignments are executed.
- Ensure the requirements for Quality Assurance and Review are met through the 2nd stage file review.
- Ensure that an in depth review has been carried out by the Team Leader as required.
- Prepare monthly progress and status report
- Preparation of annual divisional budget
- Must ensure the best use of available resources in order to guarantee maximum coverage of the audit population.
- Responsibility for liaising with auditees on all matters geared towards ensuring rapid and quality service delivery.
- Review and approval of draft reports, audit opinions and working paper files
- To be in a position to attend with the DAG of the Division (should the need arise) hearings of the Public Accounts Committee of Parliament and to contribute in the deliberations thereon, should the need arise.
- General administration and supervision of subordinate staff in the Division
- Conduct both initial and exit conferences with key personnel
- Prepare Absenteeism and Punctuality Returns
- Preparation of Annual Vacation Leave Roster
- Monitoring responses from auditees.
- Prepare briefs on an ongoing basis for inclusion into the Auditor General's Annual Report.

- Conduct regular assessment and annual performance appraisal for all team members in the Division and provide technical support to strengthen identified weaknesses where necessary.
- Organising Divisional Staff Meetings as and when necessary.
- Prepare for and attend fee fixing meetings with management as and when necessary
- Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading, as may be requested by management.

Person Specification – Principal Auditor

Essential

- ACCA or equivalent with 2 years post qualification experience in an audit/accounts function, OR Masters in Accounting, Finance, or Auditing, with 4 years post qualification experience in an audit/accounts function.
- Highly computer literate - knowledge and experience in the use of the Internet, and Microsoft Office software (especially Word and Excel).
- Should have the ability to work with a wide variety of partners and produce a quality audit product under pressure.
- Good analytical, communication and report writing skills.
- Must possess strong people management skills
- Experience of supporting staff and prioritising own workload.

Desirable:

- Proficiency in the use of CAATs, such as IDEA or ACL

Personal Qualities

- Excellent time keeping, reliability and personal organisation skills.
- Flexible - can adapt to changing work priorities at little notice, take on the ideas of others and adapt own way of working.
- Systematic - enjoys working and making systems work for others.
- A problem solver and can use own initiative - high analytical skills and good professional judgment.
- Positive, service-oriented and helpful inter-personal communication.
- Good at multi-tasking - enjoys doing several different tasks at once.
- Experienced self-confident person.
- Must possess integrity
- Able to prioritise own workload and work effectively without supervision
- Have the ability to pursue personal development of skills and knowledge necessary for the effective performance of the role.

Contact the Human Resources Manager, Audit Service Sierra Leone, 9th Floor Youyi Building Brookfields Freetown.

Only short listed candidates will be contacted.