

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:	AD - 004
Job Title:	Senior Auditor
Location:	Head Office
Department:	Audit Department
Reports to:	Audit Manager
Supervises:	Auditors
Objective:	To ensure compliance of the GWI's policy systems and to make recommendations or improvement to existing policies and procedures aimed at securing the assets and improving its efficiency.

Main Duties and Responsibilities:

- Prepare work plan for audits, setting out its objectives and scope of audit and submit it for approval by the Audit Manager.
- Undertake audit as per approved audit plans objective, by examining; reviewing all related documents and determine conformity with the established policies and procedures.
- Review existing policies and procedures and make recommendation for improvement in securing the assets of the Company.
- Undertake perpetual audits of Cashier transactions, inspect notes receivable and payable, negotiable securities, cancelled Cheques, journal/ledger entries, cheque payments, cash book purchases and trial balances, by examining and authenticating inventory items.
- Carry out checks/verification of fixed assets, inventories, as it relates to purchasing, recording, existence and ownership, with reference to the fixed asset register.

- Examine records of departments and interview workers to ensure recording of transactions and compliance with applicable policies and regulations. Inspect accounting systems to determine their efficiency and protective value.
- Recommend improvements in policies and procedures as may be necessary, by analyzing data obtained for evidence for evidence in order to reduce and prevent reoccurrence of deficiencies in control, fraud or lack of compliance with policies, Company's regulations, etc.
- In Keeping with GWI's anti-fraud policy, conduct forensic audits as requested by the Audit Manager.
- Prepare draft audit report of each audit undertaken and obtain explanations/clarifications from the responsible Manager having apprised the Audit Manager of the findings.
- Prepare final audit report in consultation with the Audit Manager.
- Follow up recommendations by Audit Manager for acceptance by the relevant Managers and thereafter compliance.
- Assist in the performance of special reviews including cost-benefit analyses and/or corporate compliance investigations.
- Promote risk management awareness throughout the organization by facilitating the development of tools and techniques that strengthen risk management and internal controls.
- In addition to traditional audit work involving controls review, contribution must be made to the company's key initiatives by evaluating new system implementations, analyzing the effectiveness of re-engineering and harmonization efforts, and partnering with divisional leaders on special assignments. Quality, innovation, and continuous process improvement drive the Internal Audit team's approach to the company's purpose.
- Perform other related duties and responsibilities consistent with the purpose and level of the post.

Qualifications, Experience & Mannerism

- Bachelor's degree in Accountancy plus three (3) years experience
Or
CAT complete /ACCA Level 2 plus (3) years experience

Or

Diploma in Accountancy plus 5 years experience

- Ability to work with a team.
- Analytical approach
- Use of Microsoft Office Programs - Word, Excel, Etc is required.
- Knowledge of accounting software will be an asset.
- Personal accountability for results
- Credibility with peers, subordinates, and leaders
- Thoughtful and effective communication skills oral and written.
- Demonstrated affinity for integrated audit approach (IT audit knowledge, electronic work paper experience, and/or Computer Assisted Auditing Tools a plus).