

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:	AD - 005
Job Title:	Junior Auditor
Location:	Head Office
Department:	Audit Department
Reports to:	Senior Auditor
Supervises:	No supervisory responsibility
Purpose:	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:

- Assists in conducting reviews of assigned organisational and functional activities.
 - Evaluate the adequacy and effectiveness of the systems of control over those activities.
 - Determine whether the departments of the organisation are performing their planning, accounting and control activities in compliance with policies and procedures consistent with the organisation objectives and administrative practice.
 - Plan and execute complete reviews of limited audit assignments and in accordance with accepted professional standards.
 - Report audit findings and make recommendations to correct unsatisfactory conditions and improvements in operations.
 - Assist in performing special reviews at the request of management.
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- Evaluate the functions and activities in assigned areas to determine the nature of operations and the system of control for achieving the objectives.
- Assists in planning the scope of the proposed audit.
- Assists in preparing audit program.
- Assist in determining the audit procedures to be applied.
- Conducts the audit in a professional manner in accordance with the approved audit plan.
- Obtains, analyses data to make an objective opinion about the adequacy and effectiveness of the system of control over the activities under review.
- Discuss the audit findings with management during the course of the review.
- Assists in preparing reports expressing opinion on the adequacy and effectiveness of the system and efficiency for the activities reviewed.
- Assists in conducting follow-up audits appraising the adequacy of the corrective action taken to improve the deficient conditions highlighted in the report.
- Perform other related duties and responsibilities consistent with the purpose and level of the post.

Qualifications, Experience & Mannerism

- Diploma in Accountancy plus two (2) years experience
Or
CAT Level 3 plus two (2) years
Or
5 subjects CXC 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.
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- 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).
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