

**HOUSING AGENCY OF JAMAICA LIMITED
(HAJL)**

Invites applications for the following position

SENIOR MANAGER, INTERNAL AUDIT

Job Summary:

The Senior Manager for the Internal Audit Department under the directives of the Board Chairman and Audit Committee, has the responsibility to review and evaluate the appropriateness and application of the accounting, financial and other control systems within Agency. This will aid in identifying risks and the level of compliance with existing policies and procedures, and to determine the extent to which the Agency's assets are safeguarded. The role is required to make regular reports to the Audit Committee concerning findings and efforts by Management to improve and resolve same. The Senior Manager will provide guidance to enable the Department to operate in accordance with the definition of Internal Auditing, International Standards for the Professional Practice of Internal Auditing (Standards) and Code of Ethics.

Key Responsibilities:

Project Management:

- Support responses to and the execution of work across a range of internal audit, assurance and associated advisory projects.
- Establish and maintain audit manuals covering all spheres of audit.
- Conduct management audits in consultation with Board of Directors and the Audit Committee.
- Conduct audits of an operational nature to assist Executive Management regarding activities and techniques, which may be applicable to their operations.
- Possession of the knowledge and execution process of the four (4) stages of Audit Procedures and Practices Planning (Survey or Preliminary Review), Fieldwork, Audit Report and Follow-up Review.
- Conducts special studies, investigations and audits as specified from time to time by Audit Committee/ the Board.
- Schedules and plans audits; initiates project planning, assess risk and develops audit direction
- Conduct business partner meetings (kick off/closing meetings) and interviews (where necessary).
- Formulate practical recommendations and best practices to improve business, risks, and compliance processes.

Management:

- Directs the overall operations (daily and otherwise) of the Internal Audit Department.
- Contribute to the preparation of the Agency's annual strategic objectives, based on HAJL's mission and vision, in consultation with the Board of Directors, the Audit Committee, the Managing Director and members of the Senior Management Team.
- Prepare the annual Internal Audit Department's Operating Plan and Budget, in conjunction with direct reports, based on HAJ's annual strategic objectives.
- Provide guidance to all team members within the Internal Audit Department in preparation of their annual individual objectives (performance appraisals) prior to April 1 each year.
- Conduct the as required by the Agency employee Performance Reviews
- Participate, lead, manage assurance and internal audit assignments.
- Generate monthly Department reports.
- Execute or oversee Audit Report writing and the revision of reports.
- The development and management of the Department's budgets.
- Present the department's operating and financial position at the regular Senior Management Meetings and advise of any strategic or operational changes that will result in meeting key outputs.
- Interpret, implement, and administer Board policies and directives to ensure effective management and functioning of the Audit Department.
- Provide advice to the Board, Management Team and any Government official on knowledge management or business processes issues relating to Auditing.

- Prepare and submit timely audit reports to the Audit Committee covering programs completed, ensuring that action where required is activated.
- Develop, coordinate and revise (where necessary) internal auditing processes.
- Assist the Human Resources Management Department with recruitment processes.
- Lead and Oversee all Audit related training activities and workshops.
- Manage performance of audit assignments
- Reviews workpapers and audit reports prepared by the internal auditors.
- Conducting investigations on irregularities and errors.

Business Development:

- The implementation of strategies and opportunities across the Agency to promote growth and boost revenue.
- It involves pursuing opportunities to help your business grow, identifying new prospects, and converting more leads into customers.
- Co-ordinates the internal audit activities with those of the external auditors to serve the best interest of the Agency.

Minimum Required Qualifications and Experience:

Education/Experience:

- Masters Degree in Finance, Accounting and/or Audit Management.
- Degree in Accounting or Finance, ACCA Level III or IV equivalency.
- Certified Information Systems Auditor (CISA) certification (would be an asset).
- Knowledge of CAAT such as Audit Command Language.
- Expert knowledge of the International Standards for the Professional Practice of Internal Auditing.
- Mastery of auditing techniques and procedures, internal control systems and checks methodology.
- Mastery in the design, development, and implementation of Internal Audit Programmes.
- Expert knowledge of accounting principles, practices, and systems.
- Extensive experience of five (5) years' in Auditing and/or Finance.
- Solid knowledge of regulations and guidelines, local and international standards.
- A record of success in internal and external audits.
- Strong time management skills.

Special Conditions:

- Holder of a valid General Driver's License and a Motor Vehicle within good condition.
- Working beyond the normal work hours assigned.
- Maybe required to work on weekends (where necessary).

Applications and resumes` should be sent to HRManager@hajl.gov.jm no later than **Monday, October 10, 2022**, addressed to:

Senior Manager,
Human Resources Management and Administration
Housing Agency of Jamaica Limited
13 Caledonia Avenue
Kingston 5

HAJL thanks all applicants for their interest; however, only those short-listed for an interview will be contacted.