



THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED

JOB DESCRIPTION

AUDIT ASSISTANT

Job Title:	Audit Assistant	Department:	Internal Audit
Reports To:	Internal Auditor	Based At:	Head Office
Job Purpose			
The incumbent will be responsible for assisting with appraising the accounting and operating systems throughout the organisation.			
Key Accountabilities and Responsibilities			
<ul style="list-style-type: none"> Assists the Internal Auditor with establishing objectives, scope, and methodology for audit assignments. Assist with assessing the adequacy of the Company's internal control system. Assist with conducting risk analysis to develop nature, timing, and extent of audit work. Verifies the accuracy of the information in the accounting records. Verifies the existence of assets and liabilities throughout the organisation. Updates Audit Work Testing Sheets. Assists with drafting of preliminary audit issues. Provides suitable recommendations on ways to improve the systems in use in the organisation. Carries out any other duties as assigned by the Internal Auditor, Audit Officer or Management. 			
Qualification and/or Experience:			
Critical:		Important:	
<ul style="list-style-type: none"> ACCA level I certification At least one (1) years' experience in a similar position. Any other equivalent combination of qualifications and experience 		<ul style="list-style-type: none"> Good analytical and problem-solving skills. Ability to work independently and show initiative. Excellent oral and written communication skills Excellent time management skills Ability to multi-task effectively Detail oriented Proficient in Microsoft Office Suite 	
Working Conditions			
<ul style="list-style-type: none"> Some audit assignments would require the incumbent to visit the landfill sites where possible adverse health and environmental factors must be considered. Some inter-island travel will be required. 			