



THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED

JOB DESCRIPTION

AUDIT OFFICER

Job Title:	Audit Officer (Non-Management)	Department:	Internal Audit
Reports To:	Internal Auditor	Based At:	Head Office
Job Purpose:			
Responsible for assisting with audits in State Enterprise, to ensure compliance with policy, internal controls, accounting standards and public sector statutory requirements.			
Key Accountabilities and Responsibilities:			
<ul style="list-style-type: none"> • Participates in the development of the annual audit plan; • Conducts risk analysis to develop nature, timing and extent of audit work; • Determines audit objectives, strategies, programmes and procedures for individual audit assignments; • Assesses the adequacy of the Company’s internal control system and identifies process issues and develops solutions; • Coordinates with management and staff of various departments to obtain information necessary for audit assignments; • Prepares audit reports for discussion with management and staff responsible for the area being audited; • Performs follow up procedures to assess whether the solutions were implemented; • Prepares audit working papers in accordance with professional standards, in order to create records of audit findings, recommendations and conclusions; • Reviews the working papers and draft reports of audit and provide necessary guidance; • Monitors aspects of work done by Audit Assistant as directed by Internal Auditor. • Conducts field work at our landfill sites when required; • Performs any other duties as assigned by the Internal Auditor or Management. 			
Qualification and/or Experience:			
Critical:		Important:	
<ul style="list-style-type: none"> • ACCA Level II Certification • B.Sc. in Finance & Accounting – would be an asset • At least five (5) years’ experience in Public Sector auditing and accounting • Knowledge of International Financial Reporting Standards (IFRS) • Any equivalent combination of qualifications and experience • Knowledge of Professional Ethics 		<ul style="list-style-type: none"> • Must be a team player with excellent interpersonal skills • Excellent report writing skills • Good oral and written communication skills • Excellent computer skills (MS Office) and familiarity with accounting software packages • Detail-oriented • Able to accurately compile data and analyze information 	



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	<ul style="list-style-type: none">• Able to comprehend and interpret policies, procedures, laws, regulations and guidelines• Able to use good professional judgement in conducting audit work• Able to work well both independently and as a member of a team, establishing and maintaining effective working relationships
Working Conditions	
<ul style="list-style-type: none">• Audit assignments would require occasional field work, e.g., visiting the landfill sites.• Intermittent Inter-island travel will be required.• Must be able to work in adverse environmental factors, (e.g., dust, smoke, and heat).	