



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE AUDIT ASSISTANT	2. DIVISION HEAD OFFICE	3. DEPARTMENT INTERNAL AUDIT
4. ORGANISATIONAL RELATIONSHIP The Audit Assistant will report to the Senior Auditor/Auditor.		5. NATURE & SCOPE The Audit Assistant is required to assist in performing operational, compliance, information systems, follow-up audits as well as continuous monitoring and verification checks as assigned.
6. SPECIFIC ACCOUNTABILITIES The Audit Assistant: <ul style="list-style-type: none"> <input type="checkbox"/> Assists in examination of the records and files e.g. accounting records, pay records cards, personnel files and other confidential records as required in the conduct of operational, compliance, information systems and follow-up audits. <input type="checkbox"/> Accompanies the Audit Supervisor to the annual stock counts at Health Centres and inventory locations. <input type="checkbox"/> Assists in conducting spot checks on stock, records fixed assets and physical stock held at any location within the Eastern Regional Health Authority. <input type="checkbox"/> Assists with the review of various arrears of salary, benefits and other allowances, before they can be processed for payment. <input type="checkbox"/> Assists in verification exercises for claim reimbursements and requests for funding. <input type="checkbox"/> Liaises with personnel up to the level of Supervisor of any department upon delegation from the Audit Supervisor(s) and Senior Auditor. <input type="checkbox"/> Performs any other related duties as may be assigned by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Good interpersonal skills. <input type="checkbox"/> Basis analytical skills. <input type="checkbox"/> Ability to work with a team. <input type="checkbox"/> Ability to Multi-Task. <input type="checkbox"/> Basic knowledge of computer applications 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> <input type="checkbox"/> Completion of Level I ACCA or equivalent. <input type="checkbox"/> Minimum of one (1) year experience in an auditing or accounting environment. <input type="checkbox"/> Experience in accounting and auditing software packages will be an asset. <input type="checkbox"/> Any equivalent combination of training and experience. 		
9. SUPERVISORY RESPONSIBILITIES N/A		
10. COMMUNICATION AND WORKING RELATIONSHIP <i>Internal:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Audit Committee and Chief Audit Executive <input type="checkbox"/> Members of the Internal Audit Department <input type="checkbox"/> Other Members of the Management Executive Team <input type="checkbox"/> Other Members of the Management Team <input type="checkbox"/> All Heads of Department <input type="checkbox"/> All other staff members 		

External:

- ❑ Ministry of Health
- ❑ Other Regional Health Authorities
- ❑ Institute of Internal Auditors
- ❑ Auditor Generals Department