



# VACANCY AUDIT ADMINISTRATOR

## JOB SPECIFICATION:

<b>Job Title:</b> Audit Administrator	<b>Job Role:</b> Independent, Objective Assurance and Consulting Activity
<b>Organizational Level:</b> Level Seven – Specialist Level (Supervisory)	<b>Reports To:</b> Manager, Internal Audit Services
<b>Remuneration:</b> Minimum Salary = \$35,700; Annual Increment = \$1,500	<b>Employment Status:</b> Contract
<b>Duty Station:</b> Internal Audit Services, SSB Headquarters, Belmopan	

## MINIMUM REQUIREMENTS:

Applicants must demonstrate the following combination of minimum academic qualification, relevant experience, and core and functional (audit) competencies for the role:

<b>Qualification and Experience:</b>	Bachelor's Degree in Accounting or Finance with five (5) years supervisory experience which includes exposure in the supervision of auditing activities.	
<b>Core Competencies:</b>	Client/Customer Orientation	Leadership
	Communication	Results Achievement
	Interpersonal Effectiveness	Problem Solving & Decision Making
	Analytical Thinking	Learning Support
	Organizational Knowledge	
<b>Functional (Audit) Competencies:</b>	<ul style="list-style-type: none"><li>• The application of standards and guidance provided in the International Professional Practices Framework (IPPF) and International Financial Reporting Standards (IFRS).</li><li>• Proficient in the application of fraud investigation principles, techniques and best practices.</li><li>• Knowledge of and skill in the application of accounting and financial management principles and best practices.</li><li>• Ability to exercise own initiative and judgement in developing audit programs and methodology.</li><li>• Adequate knowledge of SSB's mandate, relevant policies, practices and legislation in order to supervise, advise and coach those engaged in the delivery of audit activities.</li><li>• Knowledge and demonstrated skill in the application of change management principles and techniques to assist employees to adjust to ongoing transformation of the work environment and to foster a positive working environment.</li></ul>	

**JOB DESCRIPTION:** Refer to the attached role description for Audit Administrator for details on the expected results and responsibilities associated with this role.

## APPLICATION SUBMISSION:

**APPLICATION DEADLINE: NOVEMBER 21<sup>ST</sup>, 2018**

Complete application package containing application letter, resume, two (2) letters of recommendation, copies of educational credentials, original updated police record or receipt for payment for record may be submitted in hard copy or by email to:

Senior Manager, Human Resources  
Human Resources Services  
Social Security Board Headquarters, Belmopan  
Email: [odakers@socialsecurity.org.bz](mailto:odakers@socialsecurity.org.bz)

Copy emails to [fphillips@socialsecurity.org.bz](mailto:fphillips@socialsecurity.org.bz) and [dlindo@socialsecurity.org.bz](mailto:dlindo@socialsecurity.org.bz)

## NOTE:

Hard copy submissions: "**Application – Audit Administrator**" on the face of the envelope.  
Email submissions: "**Application – Audit Administrator**" in the subject line.  
Incomplete application packages will not be considered.