



CIRCULAR MEMORANDUM

NO. 2 OF 2024

MY REF: CS/CIR/7/2024 (16)
FROM: Cabinet Secretary, Office of the Prime Minister
TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – AUDITOR GENERAL, OFFICE OF THE AUDITOR GENERAL

DATE: 7th October, 2024

Applications are invited from suitably qualified applicants to fill the post of Auditor General, Office of the Auditor General.

A. Basic Purpose of Position:

The Auditor General is responsible for the overall management of the Office of the Auditor General and auditing of the account of all Government Ministries, Departments, City Councils, Town Boards, Village Councils, Statutory Bodies and special audits as requested by the National Assembly.

B. Analysis of Position:

1. Essential Duties and Responsibilities:

- a. In accordance with Section 120 of the Belize Constitution, Chapter 4 of the Laws of Belize, Revised Edition 2020 the Auditor General shall:
 - (i) Satisfy himself that all moneys that have been appropriated by the National Assembly and disbursed have been applied to the purposes to which they were so appropriated and that the expenditure conforms to the authority that governs it.
 - (ii) At least once in every year audit and report on the public accounts of Belize, the accounts of all officers and authorities of the Government, the accounts of all courts of law in Belize, the accounts of the Belize Advisory Council and every Commission established by the Belize Constitution and the accounts of the Clerk to the National Assembly.
 - (iii) Submit every report made by in pursuance to Section 120 (2) of the Belize Constitution, Chapter 4 of the Laws of Belize, Revised Edition 2020 to the Minister responsible for Finance and notify the Clerk, National Assembly, of the date report is submitted.
 - (iv) Exercise such other functions in relation to the accounts of the Government or the accounts of other authorities or bodies established by law for public purposes as may be prescribed by or under any law enacted by the National Assembly.

- b. Ensures the auditing of the accounts of all Accounting Officers and all persons entrusted with the collection, receipt, custody, issue or payment of public monies, or with the receipt, custody, issue, sale, transfer or delivery of any stamps, securities, stores or other government property of any kind whatsoever, on behalf of the National Assembly.
- c. Ascertains whether all reasonable precautions have been taken to safeguard the collection of public monies and that the ordinances, directions, and instructions relating thereto have been duly observed.
- d. Establishes whether all public monies disbursed have been expended and applied under proper authority and the for the purposes intended by such authority.
- e. Ascertains if all reasonable precautions have been taken to safeguard the receipt, custody, issue and proper use of government property, including stamps, securities and stores, and that the regulations, instructions and directions relating thereto have been duly observed.
- f. Manages the financial and administration activities of the Office.
- g. Submits annual budget (revenue and expenditure).
- h. Provides advice to the Government Ministries/Departments and Stakeholders.

2. Qualifications Required:

- i. Master's degree in relevant field such as: Public Finance, Public Sector Management, Accounting, Management Studies, Economics, Public Administration, Government, Human Resources Management/Development, Business Administration, Political Science or Public Policy.
- ii. Certificate from either the Government Accountability Office (GAO) or Canadian Comprehensive Auditing Foundation (CCAF) or be a Certified General Accountant (CPA) or be a member of the Association of Certified Chartered Accountants (ACCA).
- iii. Have served a minimum of three (3) years as Deputy Auditor General or equivalent posts.

3. Competencies/Skills:

Technical:

- Experience in applying relevant legislation, regulations, policies, audit standards and agreements
- Ability to communicate effectively both orally and in writing
- Experience in resource management
- Demonstrate and maintain effective leadership skills
- Analytical skills
- Ability to interpret technical managerial reports

Behavioural:

- Ability to make decisions in a timely manner
- Time management skills

C. Supervisory Responsibility:

Entire Office of the Auditor General

D. Conditions of Service:

In accordance with the terms of contractual agreement

E. Salary:

Government of Belize pay scale 26 of \$50,133 x 1,644 - \$81,369 per annum

Interested persons in possession of the required qualification and experience who have the aptitude for post are to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than the **7th November, 2024.**



**H.E. STUART LESLIE
CABINET SECRETARY/CHIEF OF STAFF**

c: Chief Information Officer, CITO