



# ADDENDUM TO CIRCULAR MEMORANDUM NO. 14 OF 2025

**MY REF:** STAFF/GEN/2/10/25 (24) Vol. X

**FROM:** Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

**TO:** Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: VACANCY NOTICE – FOUR (4) POSTS OF INTERNAL AUDITOR III, MINISTRY OF FINANCE**

**DATE:** 11<sup>th</sup> March 2025

Applications are invited from suitably qualified persons to fill four (4) vacant positions of **Internal Auditor III** within the Ministry of Finance.

**1. Purpose of Position:**

Responsible for assisting the Chief Internal Auditor by conducting internal audits and other relevant investigations of all Government Ministries/Departments and ensured that they are in compliant with the Finance and Audit Act and other established accounting regulations, policies, and procedures.

**2. Analysis of Position**

**I. Essential Duties and Responsibility:**

- CONDUCTS internal audits and advisory engagements of ministries/departments as required, ensuring methodical documentation of workplans, testing results, conclusions, and recommendations; follow-up on findings and corrective actions taken.
- ASSISTS in carrying out investigations on irregularities identified, reports any wastage of funds resulting from irregular decisions, wastage and general misappropriation of financial resources and government property and makes recommendations for corrective actions.
- PREPARES reports of audits and investigation findings ensuring to assemble supporting data, forms, and worksheets; and submits findings to the Chief Internal Auditor for review.

- RECOMMENDS appropriate corrective action to encourage compliance with establish policies and procedures as it relates to public finances, and to improve the efficiency and effectiveness of government operations.
- REVIEWS records pertaining to material assets and physical inventory such as equipment, buildings, or manpower to determine the degree to which they are utilized and identifies irregularities or discrepancies in record keeping, controls, or operations of a specific area.
- CONDUCTS analysis of data collected and uses data to make inferences on specific irregularities encountered in the process of auditing a specific intuition.
- COLLABORATES with the Office of the Auditor General on select audits, as directed by the Audit Committee and superior and ensures the audit work remains within the prescribed guidelines and responds to matters that emerge from appropriate referring bodies such as CEOs, HoDs, and other senior executives.
- PARTICIPATES organization-wide risk assessments to identify significant risks or exposure related to internal controls, level of compliance with existing policies and procedures, laws and regulations, efficiency of operations and accuracy of programmatic and financial reporting.
- ASSISTS with maintaining proper record management system for the collection and storage of relevant information for analysis and timely production of statistical data and reports necessary for strategic planning, decision making, legislation, policies, drafting and amendments.

## II. **Requirements:**

### a. **Qualifications/Experience:**

- i. Bachelor's Degree in Finance, Accounting, Public Finance, Public Sector Management, Business Administration or related discipline such as Association of Accounting, AAT II Level or its equivalent;
- ii. At least three (3) years' work experience as an Audit Assistant

### b. **Skills and Experience required:**

- i. Extensive knowledge of the Financial and Stores Orders, Public Service Regulations, Internal Audit Standards and International Accounting Standards with the ability to rapidly understand and implement the requirements of relevant legislation, regulations, policies and procedures with proper consideration of the implications and outcomes of such administration.
- ii. In-depth knowledge of risk assessment techniques and internal control frameworks.
- iii. Excellent analytical and problem-solving abilities, able to identify root causes and recommend effective solutions.
- iv. Strong verbal and written communication skills with the ability to convey complex audit findings clearly and concisely.
- v. Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related.

### **3. Reporting Responsibility:**

The Internal Auditor III will report to the Supervisor of Internal Auditor.

### **4. Salary**

Government Pay scale 16 of \$30,171 x 1,310 - \$55,061 per annum.

Interested persons who consider that they have met the qualifications stated and have the aptitude for post of this nature are requested 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 Friday, 31<sup>st</sup> March 2025.**



**ROLANDO ZETINA (MR.)**  
**CHIEF EXECUTIVE OFFICER**

*c: Chief Information Officer, Central Information Technology Office  
President, Public Service Union of Belize  
President, Association of Public Service Senior Managers*