



CIRCULAR MEMORANDUM

NO. 72 OF 2021

MY REF: STAFF/GEN/22/01/21 (22)

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

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 NOTICES – TWO (2) POSITIONS OF EXAMINER OF ACCOUNTS III, OFFICE OF THE AUDITOR GENERAL

DATE: 18th October 2021

Applications are invited from suitably qualified persons to fill two (2) positions of **Examiner of Accounts III, Office of the Auditor General**.

1. ACCOUNTABILITY OBJECTIVE:

Responsible for assisting the section leader in monitoring, reviewing, auditing, and inspecting technical projects and to assume responsibilities as Section Head during the absence of the substantive office holder.

2. ANALYSIS OF POSITION

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **PROVIDES** technical support to Examiner of Accounts I and II, Clerks and the Unit. Examination of the Accounting Record of Revenue, expenditure, stores of local Authorities, Statutory Bodies and Departments countrywide.
2. **SUPERVISES** the Human Resources of the Unit. Preparing of reports on findings resulting from Audits being carried out, application of the Belize Constitution (Public Service) Regulations, 2014, and other related regulations and Observance of the Office of the Auditor General's Code of Ethics.
3. **IMPLEMENTS** policies and operating procedures. Undertaking of tasks assigned during inspection, checking computation of all pension, and checking computation of Estate Duty.
4. **APPLIES** regulations and agreements. Audit of capital works and partake and supervises Cash Surveys in Belize City and the Districts.
5. **EXECUTES** unit operational plans. Internal checking of Audit Invoices and payroll (Maintenance Changes), maintaining departmental records of all losses, shortage and accidents officially reported and processing of all these cases as set out in Financial Orders 601-609 and 664-668.
6. **ASSISTS** in execution of training plans for Unit.

7. **SUBMITS** reports as required. Preparing Appendix D to the Auditor General's Annual Report (Statement of Losses of Cash and Stores) and checking of Social Security Quarterly statements.
8. **PERFORMS** election and hurricane duties as may be required.

B. QUALIFICATION AND EXPERIENCE

- (a) Have served a minimum of three (3) years cumulative as an Audit Assistant I or II.
- (b) Be in possession of a Bachelor'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.
- (c) Have participated and received Professional Development Module certification with Audit Elective since appointment as Audit Assistant.

C. COMPETENCIES/SKILLS

Technical

- Experience in applying relevant legislation, regulations, policies, audit standards and agreements
- Ability to communicate effectively both orally and in writing
- Ability to produce technical reports
- Ability to maintain accurate record

Behavioural

- Ability to make decisions in a timely manner
- Time management skills
- Ability to work as a team player
- Effective interpersonal communication
- Good public relations skills

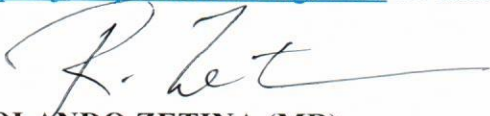
3. REPORTING RESPONSIBILITY

The Examiner of Accounts III will report to the Supervisor of Audit, Office of the Auditor General.

4. SALARY

Government Pay Scale 16 of \$27,154 x 1,179 - \$49,555 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post 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, 29th October, 2021.**



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

- c:** *Director, CITO,*
President, Public Service Union of Belize President,
Association of Public Service Senior Managers