



# CIRCULAR MEMORANDUM

## NO. 73 OF 2021

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

**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 NOTICE – AUDIT ASSISTANT II, OFFICE OF THE AUDITOR GENERAL**

**DATE:** 15<sup>th</sup> October 2021

Applications are invited from suitably qualified persons to fill the post of **Audit Assistant II, Office of the Auditor General**.

**1. ACCOUNTABILITY OBJECTIVE:**

Responsible to assist the Supervisor of Audit/Examiner of Accounts with the day-to-day operations of the assigned team as required and the daily execution of the Finance and Audit Reform Act.

**2. ANALYSIS OF POSITION**

**A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

**1. PROVIDES TECHNICAL SUPPORT TO OFFICERS II AND III, CLERKS AND THE UNIT**

- a. Examination of the Accounting Record of Revenue, expenditure, and stores of local Authorities, Statutory Bodies, Ministries, and Departments countrywide.

**2. APPLIES REGULATIONS AND AGREEMENTS**

- a. Audit of Capital Works.
- b. Partake in Supervise Cash Surveys in Belize City and Districts.

**3. SUPERVISES THE HUMAN RESOURCES FOR THE UNIT**

- a. Carrying out instructions given by Supervisor of Audit and/or Examiner of Accounts
- b. Assistant Supervisor in executing audit works.
- c. Ensure that staffing is properly groomed in appearance and presentation in the absence of the Immediate Supervisor.

**4. IMPLEMENTS THE POLICIES, OPERATING PROCEDURES, REGULATIONS AND AGREEMENTS**

- a. Undertaking of tasks assigned during inspection.
- b. Checking computation of Estate Duty.
- c. Preparing reports on findings resulting from Audits being carried out.
- d. Ensure that staffing is properly groomed in appearance and presentation in the absence of the Supervisor.

- e. Application of the PSR and other related regulations.
- f. Observance of the Office of the Auditor General's Code of Ethics.

**5. EXECUTES UNIT OPERATIONAL PLANS**

- a. Internal checking of Audit Vouchers and Pay Sheets
- b. Maintaining departmental records of all losses, shortage, and accidents officially reported, and processing of all these cases as set out on Financial Orders 601-609 and 664-668.

**6. SUBMITS REPORTS AS REQUIRED**

- a. Preparing Appendix D to the Auditor General's Annual Report (Statement of Losses of Cash and Stores)
- b. Checking of Social Security Quarterly Statements.

**7. ANY OTHER DUTIES ASSIGNED**

- a. Member of Board of Survey- BDF
- b. Checking the various Registers and ledgers maintained at the Treasury Department.

**8. PERFORMS election and hurricane duties as may be required.**

**B. QUALIFICATION AND EXPERIENCE**

- (a) Have served a minimum of three (3) years as an Audit Clerk I, General Sales Tax Clerk I, Income Tax Clerk I or Customs & Excise Clerk I (with Audit Elective), First Class Clerk.
- (b) Be in possession of:  
Certificate/Diploma in Management Studies or equivalent

**OR**

- (c) 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. COMPETENCIES/SKILLS**

**Technical:**

- Ability to produce technical reports.
- Ability to maintain accurate records.
- Experience in applying relevant legislation, regulations, policies, audit standards and agreements.

**Behavioral:**

- Ability to make decisions in a timely manner.
- Time management skills.
- Ability to work as a team player
- Effective interpersonal skills.
- Good public relations skills
- Ability to communicate effectively both orally and in writing

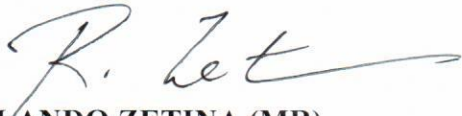
**3. REPORTING RESPONSIBILITY**

The Audit Assistant II will report to the Examiner of Account III, Office of the Auditor General.

**4. SALARY**

Government Pay Scale 10 of \$18,367 x 878 - \$35,049 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, 29<sup>th</sup> October, 2021.



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

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