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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | AUDITOR | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The position of auditor consists of examining and analysing accounting records to determine financial status of an establishment and prepare financial reports concerning operating procedures. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * A bachelor’s degree or equivalent; * Ability to give full attention to what other people are saying, and to identify complex problems and reviewing related information to develop and evaluate options and implement solutions; * Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one. | | | | |
| COMPETENCIES: | | * Integrity — Job requires being honest and ethical. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Analytical Thinking — Job requires analysing information and using logic to address work-related issues and problems. * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Persistence — Job requires persistence in the face of obstacles. | | | | |
| TASKS: | | * Collect and analyse data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies; * Confer with company officials about financial and regulatory matters; * Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity; * Examine records and interview workers to ensure recording of transactions and compliance with laws and regulations; * Examine whether the organisation's objectives are reflected in its management activities and whether employees understand the objectives; * Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions; * Prepare detailed reports on audit findings; * Report to management about asset utilisation and audit results, and recommend changes in operations and financial activities; * Review data about material assets, net worth, liabilities, capital stock, surplus, income, and expenditures; * Supervise auditing of establishments, and determine scope of investigation required. | | | | |
| LINES OF COMMUNICATION: | | Specify | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |