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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.
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| 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.
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| 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.
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| 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: |  |  |  |