

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
Tel: (876) 625-0612-3 / 962-9491 / 962-8232
Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in the **REGIONAL OFFICE**:

AUDITOR (FMG/PA 2 - Pay Band 8)

(Salary range \$4,266,270 - \$5,737,658 per annum and the relevant applicable allowances)

Under the general direction of the Audit Manager, the Auditor examines and analyzes accounting records to determine the financial status of the Authority. Inspects items in books of original entry to determine if accepted accounting procedures were followed in recording transactions. Determines whether relevant laws, regulations, policies and rules governing the Authority are adhered to. Evaluate the adequacy, efficiency and effectiveness of management controls. Where necessary recommends appropriate corrective action to be taken.

Qualifications and Experience:

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics;
OR
 - ACCA Fundamentals or equivalent
- PLUS**
- At least two (2) years of auditing or accounting experience
 - Successful completion of Government auditing courses and Professional Audit Training would be an asset

Specific Knowledge, Skills & Competencies:

- Sound knowledge of the Financial Administration & Audit Act (FAA)
- Knowledge of Financial Instructions and other Government of Jamaica (GoJ) policies that guide the delivery of health services
- Sound knowledge of GoJ's Budget Management and Accounting Principles and processes
- Sound knowledge of Project Management Procedures
- Sound knowledge of Procurement Procedures
- Research and data analysis techniques
- Knowledge of Legislation relating to Health Services
- Knowledge of Fixed Asset Management
- Competency in the use of Accounting Software
- Proficiency in Microsoft Office Suite
- Excellent presentation skills
- Excellent problem-solving and analytical skills
- Strong organizational skills
- Good time management and planning skills
- Excellent collaboration, coalition building and relationship management skills with internal and external stakeholders
- Excellent oral and written communication skills
- Ability to maintain high standards of integrity and ethics in the performance of duties

Key responsibilities will include:

Technical/Professional

- Interpreting and conducting assignments given by the Senior Internal Auditor
- Conducting review of assigned organizational and functional activities in accordance with the instructions given by the Senior Internal Auditor in keeping with the prescribed audit programme;
- Conducting operational, financial and value for money audits using established audit requirements;
- Analyzing and appraising evidential data to determine the adequacy, efficiency and effectiveness of activities being reviewed and compliance with relevant laws and regulations;
- Evaluating whether the systems of internal controls are in conformance with stipulated guidelines and regulations;
- Participating in exit interviews and general audit closure activities.

- Conducting special assignments as directed by the Senior Internal Auditor;
- Liaising with internal and external clients concerning pre and post-audit issues;
- Ensuring that working papers are properly prepared and submitted for review;
- Consolidating audit findings and submit significant issues to Senior Internal Auditor for review;
- Clearing any queries on working papers prepared;
- Making preliminary recommendations for weaknesses or deficiencies noted;
- Assisting with the preparation of draft reports;
- Assisting Internal Senior Internal Auditor to follow up responses;
- Ensuring security of audit files;
- Keeping current with the latest tools/techniques in Audit to support business continuity and adaptation of best practices.

Management/Administrative

- Maintaining customer service principles, standards and measurements;
- Performing special investigations and assignments as instructed;
- Preparing audit reports and project documents as required;
- Participating in meetings, seminars, workshops and conferences as required.

Human Resource

- Contributing to and maintaining a harmonious working environment;
- Maintaining confidentiality, integrity and professionalism in the execution of duties;
- Adherence to the Authority's rules and regulations.

Applications along with resume should be sent no later than **Friday, May 29, 2026** to:

**Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville.**

E-Mail - jobs@srha.gov.jm

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING**

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED