

BEACH AUTHORITY

Post : Internal Auditor

Salary Scale : Rs 28,625 x 775 - 32,500 x 925 - 37,125 x 1,225 - 40,800 x 1,525 - 49,950 x 1,625 - 56450

Effective Date : 30 November 2018

Qualifications: A. By selection from candidates possessing a pass in the final examination required for admission to membership of one of the following bodies -

- (i) The Chartered Association of Certified Accountants
- (ii) The Institute of Chartered Accountants of England and Wales
- (iii) The Institute of Chartered Accounts of Scotland
- (iv) The Institute of Chartered Accounts of Ireland
- (v) The Chartered Institute of Management Accountants
- (vi) The Chartered Institute of Public Finance and Accounting

B. Candidates should -

- (i) be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51(2) of the Financial Reporting Act 2004;
- (ii) reckon at least five years' post qualification experience in auditing duties;
- (iii) possess good analytical and communication skills; and
- (iv) be computer literate

Role and

Responsibilities: To be responsible for the day-to-day management of the Internal Audit Section at the Beach Authority.

Duties:

1. To be responsible for the day-to-day management of the Internal Audit Section at the Authority.
2. To examine, evaluate and report on the adequacy and effectiveness of the Internal Control Systems and procedures at the Beach Authority.
3. To schedule and conduct financial, operational and system audits. Audit will include review of transactions and documentation to ensure that costs incurred are allowable within the Authority's budget allocation.

4. To liaise with External Auditors
5. To make recommendation on the improvement of the current procedures to eliminate the errors of wastage, and also report on any risk of fraud
6. To monitor and evaluate the effectiveness of the risk management process of the Beach Authority and propose remedial actions and how to mitigate these risks.
7. To undertake special assignment, audit investigations and any other related duties assigned by the Audit Committee, the General Manager and the Board and report thereon.
8. To ensure that statutory provisions as well as internal rules and regulations are complied with.
9. To advise the General Manager on security measures for safeguarding cash and other valuables.
10. To ensure that all improvements previously agreed following audit visits and reports have been implemented.
11. To conduct training of staff and prepare draft audit guides and instructions.
12. To use ICT in the performance of his duties.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Internal Auditor in the roles ascribed to him.