

Head of Internal Audit



GOVERNMENT OF MONTSERRAT (GoM)
MINISTRY OF FINANCE AND ECONOMIC MANAGEMENT

1. BACKGROUND

Montserrat, a British Overseas Territory (BOT) lies in the Leeward Islands of the Eastern Caribbean, some 48 km (30 miles) south west of Antigua. Montserrat has a population of around 5,000 people. On 18 July 1995, the previously dormant Soufrière Hills volcano, in the southern part of the island, became active. It has been relatively quiet since early 2010 and continues to be closely monitored by the Montserrat Volcano Observatory.

The Internal Audit Section (IAS) within The Ministry of Finance is looking to strengthen the IAS and we are seeking a dynamic person to lead its development so as to create an effective public sector internal team, carrying out internal audit across the public sector organisations and principally the Government of Montserrat.

The Public Finance (Management and Accountability) Act devolves the responsibility for financial governance throughout government to the Ministry of Finance and in particular the Financial Secretary. A key goal is the establishment of a strong internal audit unit within the Ministry of Finance.

2. JOB PURPOSE

Given the importance of good governance GoM is seeking to reform internal audit with a view to the section driving improvements across GoM and ensure good governance is at the heart of the decision making of the organisation.

Therefore, GoM seeks to recruit an enthusiastic, experienced and dynamic leader to deliver its vision. The Adviser shall, among other things, strengthen and or establish the following:

- To develop a training program for capacity building and development of all internal audit staff through on-the-job training, coaching and mentoring;
- Develop a review process or procedures for the internal audit unit to ensure the strategic plan produces the desired performance goals;
- Review the internal audit framework, develop and implement recommendations to improve the service; and
- Review the structure of the internal audit service and provide recommendations to the Financial Secretary as to suggested improvements

3. LEADERSHIP FOCUS

This is an important post with responsibility for the transformation of the IAS. The successful candidate will provide leadership in making this transformation happen, setting out a strategic plan that complies with the applicable Laws of Montserrat, the requirements of regional and international agreements, GoM's Policy Agenda and decision-making processes; and delivering on it. This requires changes to processes and established ways of working; to achieve this, the successful candidate will need to lead others to introduce changes across the different line ministries, departments and agencies, including Agriculture, Education, Health, Labour, Social Services, Tourism and the Port Authority. In addition, a key challenge to be addressed will be building awareness, understanding of internal audit within the wider system.

The changes to IAS will need to be delivered in a way that business as usual is able to continue with minimal disruption to the regular work; therefore, this role will need to work closely with the Chief

Internal Auditor, Directors and Financial Secretary. This means spotting opportunities for working together with a variety of stakeholders.

As a leader, your ability to understand and interpret complex and sometimes politically sensitive situations to secure the best interests of the IAS. In conjunction with your knowledge and experience, you will be a corporate and strategic thinker; adept in building relationships and influencing others.

In your leadership role, you will build positive and productive relationships with key stakeholders to enable the continued support of audit across GoM. Key relationships include those with our development partners (e.g. Department for International Development (DFID)); regional bodies (e.g. Organisation for Eastern Caribbean States (OECS), Caribbean Community (CARICOM), and other non-governmental organisations.

4. THE SCOPE

The scope of work includes providing leadership and overall strategic direction for the IAS relating to the transformation of the Department, taking into consideration current studies and regional initiatives in this area. You will create a compelling vision for the future as you lead the team through a period of change, setting out a clear plan and championing new ways of working.

5. PROFESSIONAL TASKS

The post holder will be required to perform a range of specific duties supporting for the duration of the contract to include, but not necessarily limited to, the following:

- Provide strong leadership for audit; establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, and candid way;
- Create a learning and knowledge culture across the IAS to inform future plans and transformational change; encouraging a culture of continuous improvement; Identifying and nurturing talent and has succession plans in place for key positions and fills capability through people management initiatives and making IAS a good place to work; and
- Support the development of national development plans, economic policies, and budget presentations.

6. DUTIES AND RESPONSIBILITIES

Audit Planning and Coordination

- Advises on the carrying out of audit planning tasks and the coordination of audit projects in conformance with professional and QIA audit standards;
- Providing guidance on identifying and defining issues, developing criteria, reviewing and analysing evidence of audit assignments;
- Develops audit methodology, scope of assurance projects, resource requirements, terms of reference and work plans to provide assurance on ministry risk and measure the achievement of ministry business objectives;
- Review the internal audit manual, procedures and working paper formats and align with our audit Management software system – Mkinsight; and
- Contribute to the ongoing continuous improvement in the development of a quality assurance program for the unit and continuous improvement activities.

Risk management

- Provides expertise, advice and consulting services to assist clients in the development, use and evaluation of risk management and control strategies for current and proposed operations, processes, policies and programs;
- Utilizes risk assessment and risk management methodologies to assist Government in operational and strategic planning, and the ongoing monitoring, evaluation and reporting of risk to senior management; and
- To champion the implementation of a formal risk management system.

7. KEY DELIVERABLES

- Strategy and implementation plan for the development of the Ministry's Internal Audit Unit, in collaboration with the Financial Secretary;
- A training program and development plan for all internal audit staff;
- Revised internal audit procedure manual and process documents; and
- Establishment of a formal risk management system across Government of Montserrat.

8. PERSON SPECIFICATION

Job Specific:

The successful candidate will be able to demonstrate:

- Detailed Experience in applying a consistent audit methodology across a range of public sector bodies;
- A detailed understanding of current standards relating to internal controls over financial reporting and compliance objectives;
- Demonstrated experience in preparing audit reports, recommendations, briefing materials, issues analysis and responses;
- Motivate and coach staff at all levels, experience in development of staff essential;
- Build and maintain effective working relationships with clients and stakeholders;
- Analyse processes and identify opportunities for improvement in the work environment;
- Able to establish & document IAS operative control strategies and structures in identified risk areas and to participate in strategic and operational planning for the audit function; and
- Understand risk management frameworks and principles, practices, standards, methodologies, and contemporary advancements in the field to develop Government's risk management services and to provide advice and expertise to senior management in such principles and practices.

Essential Requirements:

- Educated to a relevant degree level;
- CCAB qualified (ICAEW, ACCA, CIPFA, ICAS or Chartered Accountants) or a full chartered member of the Chartered Institute of Internal Auditors (CMIIA);
- A minimum of five years' experience leading an Internal Audit team at a senior level;
- Excellent knowledge of auditing standards, accounting principles, audit practices and methodologies to plan and co-ordinate audit projects (compliance, financial management, and special investigations);
- A proven track record in the development and enhance of an audit service; and
- Excellent Oral and written communication skills to prepare audit reports and communication with stakeholders.

Desirable Requirements:

- A strong background in working with public service, ideally with 8 or more years of experience in a public sector or public policy environment;
- Knowledge of computer applications, controls and computer assisted audit techniques to extract and analyse information contained in computer programs; word processing, spreadsheet, graphics, e-mail and database applications would be desirable; and
- Internal Audit in an international arena, in addition to working in a small island state.

Public Service Competency Framework:

Candidates are expected to be able to demonstrate competency against the full range of leadership and core skills identified for senior public officers outlined in the Public Service Competency Framework.

Reporting

The post holder will report to and be line managed by the Financial Secretary (FS) and Government of Montserrat Performance Management Systems will be applied. The post holder will produce written reports in accordance with the outputs and agreed objectives to the FS and keep him abreast of accomplishments. This will include 6 monthly reports illustrating progress against key objectives.

Timeframe

These services are required for a period of two (2) years with a commencement date of January 2019.