



Job Title	Internal Audit Clerk
Grade	BS:4
Reports To	Internal Audit Manager
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	To carry out audit assignments in accordance with approved audit plans and programmes of the Bureau of Statistics (BOS) with the underlying goal to add value and improve the BOS's operations.
Job Responsibilities	<ul style="list-style-type: none"> • Conduct audits in accordance with policies, procedures, and legislation of the Bureau. • Carry out periodical and ongoing internal audit checks and verifications of all records, documents, and systems to ensure compliance with established procedures and internal controls. • Assist in the development and preparation of audit plans and programmes. • Interpret audit plans and programmes and conduct internal audits in accordance with these plans and programmes. • Assist in the preparation of the progress register and progress reports of the audit work. • Examine computation of accounting books for correctness and compliance with financial regulations by collating and verifying that all vouchers are entered in ledgers under the relevant expense codes. • Collect findings and anomalies of departmental audits and submit same as a basic working paper (report) to the Internal Audit Manager. • Assist in the preparation and compilation of internal audit findings. • File all documents and reports for future reference. • Perform any other related duties that may be assigned.
Job Specifications	<p>The incumbent should possess the following:</p> <ul style="list-style-type: none"> • Five (5) subjects CSEC, inclusive of Mathematics and English (Grades I - III) plus the completion of two (2) levels of the Certified Accounting Technician (CAT) Course. • Proficient in Microsoft Office and must have knowledge of accounting softwares. • Previous experience in a similar field would be an asset. • Excellent communication and interpersonal skills.