

SCHEME OF SERVICE

<u>Organisation:</u>	Gambling Regulatory Authority
<u>Post:</u>	Auditor (On Contract)
<u>Salary:</u>	Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 (<i>Salary Negotiable</i>)
<u>Qualifications:</u>	<p>A. By selection from among candidates who are members of one of the following bodies:</p> <ul style="list-style-type: none">(a) The Institute of Chartered Accountants of England and Wales(b) The Institute of Chartered Accountants of Scotland(c) The Institute of Chartered Accounts of Ireland(d) The Association of Chartered Certified Accountants(e) The Chartered Institute of Management Accountants(f) The Chartered Institute of Public Finance and Accountancy(g) The Institute of Chartered Accountants of India(h) The South African Institute of Chartered Accountants <p style="text-align: center;"><u>OR</u></p> <p>an equivalent professional accountancy qualification acceptable to the Board.</p> <p>B. Candidates should: -</p> <ul style="list-style-type: none">(a) reckon at least four years' post qualification experience in Auditing and/or Accounting duties;(b) possess good analytical and communication skills;(c) have the ability to work in a team(d) have a high sense of personal credibility and integrity; and(e) be computer literate. <p>Candidates should produce written evidence of experience/knowledge claimed.</p>
<u>Role and Responsibilities:</u>	To be responsible to the Board of the Gambling Regulatory Authority (GRA) and/or the Chief Executive for putting in place procedures and control measures to mitigate the risk of fraud, malpractices and abuses, if any, in the organisation.
<u>Duties:</u>	<ol style="list-style-type: none">1. To devise and implement an effective internal audit system to ensure and monitor the accuracy, reliability and effectiveness of the activities and operations of the Gambling Regulatory Authority.2. To identify significant risks to business objectives, processes, programmes and projects.3. To develop a strategic Audit Plan that identifies the anticipated timing of Internal Audits to be conducted based on the risk assessment.

4. To assess the reliability, security, integrity and effectiveness of the Gambling Regulatory Authority's internal control system.
5. To prioritise and deliver a portfolio of Internal Audit (IA) assignments to agreed milestones following departmental quality standards and methodologies to provide timely assurance over the effective management of the Gambling Regulatory Authority's risks.
6. To provide management and stakeholders with recommendations for improvement to accounting and other records, procedures and systems with a view to eliminating errors, preventing fraud and minimising wastage.
7. To ensure audit works are fully documented and carried out in accordance with established International Internal Audit (IIA) Standards.
8. To identify any weakness to the system and create action plans to prevent security breaches.
9. To examine all procurement orders, tender documents, contracts, and other documents issued by or executed by the Gambling Regulatory Authority to ensure that technical transactions are in line with approved procedures and in accordance to standard regulations.
10. To foster constructive working relationships and mutual understanding with management, external auditors and the Audit and Risk Management Committee.
11. To carry out adhoc appraisals, investigations, audit reviews at the request of the Board, Audit and Risk Management Committee or the Chief Executive.
12. To review compliance with the Code of Corporate Governance for Mauritius.
13. To assess the means of safeguarding the assets of the Gambling Regulatory Authority.
14. To liaise with external auditors regarding operational and financial audits and assist in facilitating the External Audit Review conducted annually.
15. To ensure the maintenance of an up-to-date and well organized database.
16. To prepare final Report of Audit and to follow up on recommendations.
17. To train, manage and lead the audit team.
18. To use ICT in the performance of his duties.
19. 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 Auditor in the roles ascribed to him/her.