

NATIONAL INSURANCE SCHEME

SENIOR MANAGEMENT POSITION DESCRIPTION

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|--------------------|--------------------------|---------------------------------|
| JOB TITLE: | Chief Management Auditor | AGREED TO BY: _____ |
| REPORTS TO: | General Manager | APPROVED BY: _____ |
| DIVISION: | --- | |
| DEPARTMENT: | Internal Audit | DATE EFFECTIVE: ----- |

I. ACCOUNTABILITY OBJECTIVES:

Responsible for the development and execution of a broad comprehensive programme of internal auditing within National Insurance, examining and evaluating the adequacy and effectiveness of the systems of management control provided by the National Insurance Act and Regulations to direct activities toward the accomplishment of objectives. Also or providing analysis, recommendations, counsel and information concerning the activities undertaken.

II. NATURE OF THE POSITION:

A. CHARACTERISTICS OF THE POSITION:

This position reviews the functioning of Divisions, Departments and Sections within National Insurance at appropriate intervals to determine whether they are efficiently and effectively carrying out their functions of planning, organizing, directing and controlling in accordance with management instructions, policies and procedures in a manner that is in consonance with both the National Insurance Act and Regulations and acceptable standards of administrative practice. In addition, this position also liaises with and assists the external auditors in areas such as:-

- Electronic Data Processing, systems documentation; evaluation of controls; audit programmes and test packs.
- Documentation and flowcharting.
- Testing and monitoring new systems.

- Reviewing areas of control not directly part of the external audit function, example, security.

B. SCOPE OF THE DIVISION/DEPARTMENT:

This position is authorized to have full, free and unrestricted access to all National Insurance functions, records, property and personnel.

The incumbent in this position should have a thorough knowledge of the standards, techniques and procedures of Internal Auditing; accounting principles and techniques; an understanding of management principles and an appreciation of the fundamentals of such subjects as economics, finance, quantitative methods etc., and computerized information systems for independent appraisal activity of the National Insurance Organisation, relative to reviewing operations as a service to management and measuring and evaluating the effectiveness of other controls. The incumbent should also possess such qualities as adaptability, understanding, determination integrity, objectivity, responsibility and the ability to communicate both orally and in writing.

This position interacts on a regular basis with executive and operating management personnel relative to passing on information, recommending corrective action on the basis of results of audit examinations.

The main activities of the Internal Audit Department directly affect the functioning of all Divisions, Departments and Sections within the Organisation. These include:

- Evaluating the systems of internal control and deciding on the adequacy and effectiveness of accounting and operating controls.
- Deciding on the reliability and integrity of financing information and the means used to identify, classify, measure and report such information.
- Analyzing any plans or actions taken to correct reported conditions for satisfactory disposition of audit findings and declining whether adequate corrective action is taken.
- Deciding on the timing of audit exercises, and the staff to deploy on these exercises.

This position assumes that the incumbent has a thorough knowledge of the Organization's policies.

C. PRINCIPAL ORGANISATIONAL RELATIONSHIPS

The incumbent relates to the following areas internally and externally in carrying out the foregoing responsibilities:

| SECTION | RESPONSIBILITY |
|-------------------|--|
| ALL AREAS OF NIS | To discuss with the executive and operating management of the various areas corrective action, various areas corrective action, results of audit examinations, recommendations made and passing on information. Also to oversee audit exercises and resolve existing problems. |
| GENERAL MANAGER | To discuss audit programmes, receive instructions on special reviews and to submit and discuss all audit reports including those from External Auditors. |
| EXTERNAL AUDITORS | To coordinate internal and external Audits in order to avoid duplications in important areas and to ascertain changes in Accounting and Auditing Systems as well as statutory systems are handled expeditiously. |

D. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

2 Management Auditors

1 Secretary

INDIRECTLY

6 Auditors

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

ESTABLISHES policies for the auditing activity and directs its technical and administrative functions towards accomplishing objectives and towards increasing the Internal Audit Department's ability to serve the Management of the Scheme.

DEVELOPS and executes a comprehensive audit programme for the evaluation of the management controls that govern all organizational activities.

PLANS and assigns audit staff to areas, and prepares budget with Management Auditors. Monitors and controls the Department's activities.

EXAMINES the effectiveness of all levels of National Insurance Management in their stewardship of resources and their compliance with established policies and procedures.

IDENTIFIES those activities subject to audit coverage, evaluates their significance and assesses the degree of risk inherent in the activity in terms of cost, timeliness, quality and utility.

ANALYSES data obtained for evidence of deficiencies in controls, duplication of effort, extravagance, fraud or lack of compliance with Management's established policies or procedures and prepares reports of findings and recommendations for Management.

RECOMMENDS improvement of management controls designed to safeguard resources, promote growth and ensure compliance with National Insurance Laws and Regulations.

REVIEWS procedures and records for their adequacy to accomplish intended objectives, and appraises policies and plans relating to the activity or function under audit review.

AUTHORISES the publication of reports on the results of audit examinations, including recommendations for improvement.

APPRAISES the adequacy of the action taken by operating management to correct reported deficient conditions and follows up on corrective action taken until there is a satisfactory solution of the matter.

CONDUCTS special examinations at the request of the General Manager including the review of representations made by persons outside the National Insurance Organisation.

ATTENDS meetings of Audit Committee in order to clarify issues arising out of Audit Reports.

MINIMUM EDUCATION:

A postgraduate degree in Accounting/Finance or equivalent ACCA qualitative plus 5 years experience in a related field

Or

A degree in Accounting/Finance or equivalent ACCA qualifications, plus 10 years experience in a related field.