**CAREER OPPORTUNITY**

The **Jamaica Bauxite Mining Limited** invites applications from suitably qualified persons to fill the vacancy of:

**INTERNAL AUDITOR**

The successful candidate will perform full audit of the Company’s operation, financial reliability and compliance with all applicable directives and regulations.

**SPECIFIC RESPONSIBILITIES INCLUDE:**

* Ensuring all aspects of the accounting and operational processes are within budget and meet required quality and regulatory standards.
* Identify loopholes and recommend risk aversion measures and cost savings.
* Examine financial statements for accuracy.
* Examine HR processes against company policies/procedures.
* Review fixed asset register to ensure maintenance and accuracy. Provide the necessary scrutiny to the management and disposal of company assets.
* Provide required and necessary oversight given to the management of inventory and warehouse procedures.
* Assess professional behaviours for demonstration of integrity and ethical values.
* Ensure that approvals are being done in line within appropriate designation of authorities.
* Prepare and present reports that reflect audit’s results and document process.
* Act as an objective source of independent advice to ensure validity, legality and goal achievement.

**REQUIRED COMPETENCIES**

* Confidentiality and professionalism and a high level of emotional intelligence.
* Knowledge of and demonstrated expertise in accounting, procurement, inventory management, and general administration.
* Ability to establish and maintain effective working relations with management and staff.
* Manage and adhere to work schedules and progress reviews.
* Ability to write clear and concise reports, documents and plans and communicate effectively both orally and in writing with individuals and groups.
* Ability to navigate large amounts of data and to compile detailed reports.
* High attention to detail and excellent analytical skills.

Sound independent judgement

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

* BSc. Degree in Accounting or Finance from a recognised tertiary institution.
* Proven working experience as Internal Auditor or [Senior Auditor](https://resources.workable.com/senior-auditor-job-description); at least five (5) years’ experience in a similar position.
* Proven knowledge of auditing standards and procedures, laws, rules and regulations.
* Advanced skills in Microsoft Office, accounting software and databases.

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**CLASSIFICATION & REMUNERATION**

The position of Legal Counsel is classified at Pay Band 6 with a starting salary of $2,478,125.00 pa.

Please forward curriculum vitae by January 20, 2024 to:

**The Senior HRM & General Administration Manager**

**Jamaica Bauxite Mining Ltd**

**P.O. Box 33**

**Ocho Rios**

**St. Ann**

**or**

**jobs@jbm.gov.jm**

We thank all participants for their interest; however, only shortlisted persons will be contacted.