

AUDIT ADMINISTRATOR

CLIENT SERVICE RESULT

Lead and coach teams on the delivery of the Audit engagement under the authority of SSB Act, International Professional Practices Framework (IPPF) and International Financial Reporting Standards (IFRS) resulting in an independent, objective assurance and consulting activity, designed to add value and to improve the organization's operations.

RESPONSIBILITY

1. Help to accomplish the organization's objectives by a systematic disciplined approach to evaluating and improving the effectiveness of risk management, control and governance processes.
2. Lead and supervise a work team engaged in audits, compliance and reviews by assigning work and monitoring the results/impacts; implement corrective action while fostering a climate of transparency, trust and respect.
3. Lead the development of risk-based annual audit plans, detailing the scope, nature and timing of audit activities. Design internal audit/quality assurance practices, procedures and programs.
4. Lead, coach and train a work team by executing professionalism guided by IPPF in the scope of audit activities and related programs.
5. Support and monitor the performance of employees on an ongoing basis and identify successes and areas requiring improvement for individual performance and team development.
6. Plan, organize, implement, and ensure quality of audit activities; delegate duties in an appropriate manner to achieve SSB performance standards and team performance goals/objectives.
7. Assist management with the evaluation of internal controls used to detect or mitigate fraud, evaluate the organization's assessment of fraud risk, and be involved in any fraud investigation.
8. Foster innovation and service excellence by keeping abreast of new developments and preparedness to integrate change.
9. Provide guidance in advisory capacity or special consultancy engagements.
10. Provide assistance to external auditors to facilitate completion of Financial audits to meet statutory guidelines.
11. Provide audit service of the highest quality, ensuring consistency in preparation for external assessments.
12. Appraise the adequacy of corrective action taken to improve deficient conditions.
13. Assist in the preparation of internal audit budget.

KNOWLEDGE AND SKILL

1. Knowledge of SSB's mandate, mission and organization structure to supervise an audit work team.
2. Knowledge of relevant SSB policies, practices and legislation etc. specific to SSB's programs and services to supervise, advise and coach those engaged in the delivery of audit activities.
3. The application of standards and guidance provided in IPPF and IFRS to verify and ensure compliance with legislation, standards, policies, practices, systems, processes and procedures.
4. Proficient in the application of fraud investigation principles, techniques and best practices.
5. Ability to exercise own initiative and judgement in developing audit programs and methodology.
6. Knowledge of conflict resolution, problem solving, interpersonal communication and facilitation techniques to lead a team and to create a productive service environment.
7. Knowledge of needs assessment, coaching, monitoring and evaluation methods for the development of learning plans to support career development of individual team members, applying competency-based management principles to assess and reward performance or take corrective action with respect to performance gaps.
8. Knowledge of and skill in the application of accounting and financial management principles and best practices.
9. Knowledge of office production software and organizational systems to use departmental databases, electronic mail, Intranet, work and data processing applications and to alert the technology support as required to ensure that these systems are operating for employees to conduct their services.
10. Knowledge of and demonstrated skill in the application of change management principles and techniques to assist employees to adjust to ongoing transformation of the work environment and to fostering a positive working environment.
11. Ability to develop professional capability through professional and staff training programs.

Communication

1. Promoting the Social Security Board's vision, mandate and values internally and externally; interfacing with employees; consulting with and advising managers on issues relating to the delivery of programs in their business lines.
2. Writing documents, presentations and reports for management.
3. Delivering presentations to staff and colleagues.

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Accounting or Finance, with at least five years of relevant experience in accounts or audit or social security regulations and which also includes exposure in the supervision of audit team(s) and audit activities.

EFFORT

Intellectual

1. Deal with organizing and allocating work of staff, monitoring work, work performance standards, compiling and analyzing performance standards, acceptable work behavior, development of individuals, professional learning and development, performance issues, and conflict resolution, and teach employees how to work with each other.
2. Represent the management team on special projects and advise management on operational issues (such as workload pressures and staffing issues) and decision-making related to audit services.
3. Ability to both work independently and as a team player when necessary; strong analytical and critical thinking skills.

COMPETENCY MODEL

Refer to the [Guide to Performance Management](#) for additional information on the Competency Model for Audit Administrator.

Proficiency Scale

Level 5 = Specialist/Authority; Level 4 = Mastery; Level 3 = Proficient; Level 2 = basic; Level 1 = Introductory

Core Competencies	Minimum Level	Attributes	Minimum Level
Client/Customer Service Orientation	Level 3	Rigorous analytical approach to problem solving	Level 3
Communication	Level 3	Perseverance in the analysis of issues	Level 3
Interpersonal Relations	Level 3	Flexible and stress resistant	Level 3
Analytical Thinking	Level 3	Ability to place details in a wider context	Level 3
Leadership	Level 3	Ability to explain findings and to convince organizational leaders to implement audit recommendations	Level 3
Results Achievement	Level 3		
Problem Solving/Decision Making	Level 3		
Learning Support	Level 3		
Organizational Knowledge	Level 3		