

**INTERNAL AUDIT**  
**GUYANA ELECTIONS COMMISSION**  
**NON-MANAGEMENT POSITION**

<b>POSITION TITLE</b>	<b>AUDIT CLERK III</b>
<b>POSITION LEVEL</b>	<b>SUPERVISORY</b>
<b>REPORTS TO</b>	<b>INTERNAL AUDITOR</b>
<b>SECTION</b>	<b>INTERNAL AUDIT</b>
<b>POSITION SUMMARY</b>	The Audit Clerk III serves as a supervisor within Internal Audit and assists the Internal Auditor in executing the audit plan, including conducting audit checks. The officer oversees the preparation, organisation, and maintenance of audit records and documentation and coordinates the day-to-day audit activities.
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>i. Assist the Internal Auditor in planning, organising and executing routine and special audits.</li> <li>ii. Coordinate the daily activities of the Audit Clerks I and II, including preparing and maintaining audit files.</li> <li>iii. Review documentation for completeness, accuracy, and compliance with audit guidelines.</li> <li>iv. Assist in tracking the progress of audit assignments and ensuring the timely submission of reports and follow-ups.</li> <li>v. Provide support to the audit team by gathering records and documents and conducting audit checks.</li> <li>vi. Liaise with other departments to obtain necessary documentation or clarification during audits.</li> <li>vii. Prepare reports on audit findings and recommendations.</li> <li>viii. Maintain the confidentiality and security of sensitive audit materials and information.</li> </ul>
<b>MINIMUM QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>i. Diploma in Accountancy, plus two years' <b>experience in a Supervisory Audit or Accounts position.</b></li> </ul> <p style="text-align: center;">OR</p>

	<ul style="list-style-type: none"> <li>ii. Certified Accounting Technician (CAT), plus three years' <b>experience in a Supervisory Audit or Accounts position.</b></li> <li>iii. Proficiency in Microsoft Office Suite (Word, Excel, Outlook)</li> <li>iv. Effective written and oral communication skills.</li> </ul>
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