



The Cannabis Licensing Authority (CLA), an agency of the Ministry of Industry, Investment and Commerce, was established in 2015, under the Dangerous Drug Amendment Act, (DDA) with a specific role to establish and regulate Jamaica's legal ganja and hemp industry invites applications for the position of:

**Contract – Chief Internal Auditor (FMG/AS 4) (Band 10) – Vacant**

**JOB PURPOSE:**

Under the direct supervision of the Chief Executive Officer the Internal Auditor, (FMG/AS 4) is accountable for the completion of Financial Audits of financial assessments of all activities. The incumbent is also responsible for the development of accounting and internal control systems which are adequate for the maintenance of integrity and transparency for the Authority.

**KEY OUTPUTS:**

- Audit Policy and guidelines implemented
- Ensure compliance with established procedures
- Ensure compliance of with the FAA Act
- Ensure compliance with Dangerous Drugs Act and Interim Regulations
- Fraudulent irregularities detected
- Annual Risk assessment/evaluation conducted
- Annual Audit Work Plan conducted
- Special investigation conducted
- Approves individual workplan
- Final Audit Reports prepared
- Activities in compliance with International Auditing Standards conducted
- Audit files secured

**KEY RESPONSIBILITIES:**

- Monitors, reviews and adjusts work programmes to meet changing policy directives;
- Communicates and monitors the adherence to the objectives, policies, rules and regulations to staff and external auditors;
- Prepares and compiles annual, monthly and quarterly reports;
- Develops and implements Strategic, Operational, Budget and Work Plans after consultation with Chief Executive Officer
- Provides advice to Director Audits and Investigations on Audit and Accounting matters;
- Reports on audit assignments produced;
- Reports for Heads of Section meetings prepared;
- Co-ordinates and implements the Department's work experience programme with training institutions;
- Liaises with other institutions on audit and accounting issues e.g. audit firms on external audit matters and funding Agencies;
- Attends Annual General and Committee Meetings on behalf of the Department and Prepares reports on issues discussed in order to facilitate follow-up action.

***Technical/Professional:***

- Conducts risk assessment and prepares audit scope and objectives;
- Develops audit procedures for the detailed examination of books, accounts, cash and securities of the Authority;
- Provides technical advice to Authority on complex accounting matters;

- Provides technical advice at meetings, on matters concerning financial management, accounting or audit and compliance with the requisite Acts, Regulations and Rules of the Authority
- Allocates tasks and supervises the work of the Financial Auditors;
- Evaluates the effectiveness of internal controls and accounting systems for Authority and recommends improvements of such systems;
- Reviews Management Letters, stating deficiencies, implications and makes recommendations with a view of improving the accounting and control systems;
- Analyzes Financial Statements and other evidentiary data to determine trends and inconsistencies;
- Reviews Audit Reports and Financial Statements submitted by External Auditors for conformity with the Department's standards and applicable Accounting, Financial reporting standards and principles;
- Reviews Financial Statements for compliance with applicable Acts of Parliament e.g.: Income Tax, Money Laundering etc.;
- Develops and co-ordinates training courses in Accounting and Audit methods as well as Co-operative Law and Practices for the Authority in consultation with the Chief Executive Officer
- Reviews and examines working papers, audit reports, financial statements and accompanying schedules submitted by the Department's Auditors to determine adequacy in accordance with the Department's standards and applicable audit and accounting standards and principles;
- Develops and maintains a system of control by obtaining and checking reports from External Auditors to determine status of work;
- Determines audit reports qualifications for audits undertaken by Audit Staff;
- Reviews breaches of Rules and Bylaws as reported and recommends corrective actions;
- Verifies the accuracy and conformity to the wishes of the general membership, legal requirements and acceptable business practices;
- Monitors the establishment of working papers for the Authority under audit examination and investigation, where applicable and determine the contents of those papers to enable systematic collation of all relevant data for formulating meaningful opinions on the financial statements and on investigations;
- Monitors the security of audit files;
- Demonstrates experience and commitment to technical competence with strong knowledge of Accounting and Audit standards;
- Examines Business Plans of prospective Authority for correctness and viability;
- Examines Annual Returns and Financial Statements for the Authority;
- Liaises with others officers of the Divisions in matters pertaining to audit, accounting and investigations;
- Prepares discussion papers in consultation with Chief Executive Officer, procedures and standards for discussion.
- Allocates and schedules work; allocates monthly mileage to travelling officers.

***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommend and/or initiates corrective action where necessary to improve performance and/or attain established personal and/or organizational goals;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established Human Resource policies and procedures;
- In collaboration with the Human Resource Division, develops and implements a Succession Planning programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

#### **HUMAN RESOURCE RESPONSIBILITIES:**

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programmes
- Provides leadership to staff through coaching, mentoring and training, providing assistance and support as needed
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Authority and the Ministry
- Participates in the recruitment of staff for the Divisions of the Cannabis Licensing Authority
- Participates in the orientation of new employees.

#### **KEY COMPETENCIES:**

##### *Core:*

- Excellent oral and written communication skills
- Good problem solving and decision-making skills
- Good interpersonal skills
- Ability to work in a team
- Integrity
- Compliance
- Strong customer and quality focus skills
- Managing partners
- Analytical thinking
- Initiative
- Good organizing and planning skills
- Strategic Vision
- Goal/results oriented
- Good leadership, people management and change management skills

##### *Technical:*

- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Excellent Knowledge of Accounting and Auditing principles
- Excellent knowledge of the Acts and Regulations governing the Departments functions
- Proficient in relevant software applications
- Good Report Writing skills

#### **QUALIFICATION & EXPERIENCE REQUIREMENTS:**

- First Degree preferably in Accounts, Finance, Business Administration, Management or Economics or;
- ACCA Fundamentals or equivalent;
- Over five (5) years Auditing experience and relevant experience in the specialized area.
- Successful completion of relevant Government Auditing courses and Professional Audit Training would be an asset.
- Must possess a reliable motor vehicle and a valid Driver's Licence.

#### **SPECIAL WORKING CONDITIONS OF THE JOB:**

- Highly unfavorable working conditions at times.
- Working on weekends;
- Working outside the normal working hours in completing the Work Programme;
- Travelling extensively island wide and internationally, on occasions.

**Salary range \$5,597,715.00 to \$7,528,305.00 per annum.**

Applications should be submitted no later than **Friday, November 3, 2023** to:

**Please indicate the position being applied for in the Subject Line**

**THE DIRECTOR HUMAN RESOURCE  
MANAGEMENT AND DEVELOPMENT  
CANNABIS LICENSING AUTHORITY  
4TH FLOOR, PAN JAM BUILDING, 60 KNUTSFORD BOULEVARD, KINGSTON 5  
EMAIL: [VACANCIES@CLA.ORG.JM](mailto:VACANCIES@CLA.ORG.JM)**

**Please note that only shortlisted applicants will be contacted.**