



Tourism Authority

SCHEME OF SERVICE

Post: Internal Auditor

Salary: Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 46,100 x 1575 – 49,250 x 1650 – 54,200 x 1700 – 62,700 (TA 22)

Qualifications: A. By selection from among candidates who possess a pass at the final examination required for admission to membership of one of the following bodies –

- (a) The Institute of Chartered Accountants of England and Wales;
- (b) The Institute of Chartered Accountants of Scotland;
- (c) The Institute of Chartered Accountants of Ireland;
- (d) The Association of Chartered Certified Accountants;
- (e) The Institute of Chartered Accountants of India;
- (f) The Chartered Institute of Management Accountants; and
- (g) The South African Institute of Chartered Accountants.

OR

An equivalent professional accountancy qualification acceptable to the Board of the Tourism Authority; and

B. Candidates should –

- (i) be registered with the Mauritius Institute of Professional Accountants in accordance with Section 51 of the Financial Reporting Act 2004;
- (ii) possess good analytical and communication skills; and
- (iii) be computer literate

Candidates should produce written proven evidence of experience claimed.

Role and Responsibilities: To be responsible for the effective and efficient management of the Internal Audit Section of the Tourism Authority

- Duties**
1. To be responsible for the day-to-day management of the Internal Audit Section at the Tourism Authority.
 2. To examine, evaluate and report on the adequacy and effectiveness of the Internal Control Systems and procedures at the Tourism Authority.
 3. To schedule and conduct financial, operational and system audits. Audit will include review of transactions and documentation to ensure that costs incurred are allowable within the Authority's budget allocation.



4. To liaise with external Auditors.
5. To make recommendations on the improvement of the current procedures to eliminate the errors wastage and also report on any risk of fraud.
6. To monitor and evaluate the effectiveness of the risk management process of the Tourism Authority and propose remedial actions on how to mitigate these risks.
7. To undertake special assignment, audit investigations and any other related duties assigned by the Audit Committee, the Director and the Board and report thereon.
8. To ensure that –
 - (i) statutory provisions as well as internal rules and regulations are complied with; and
 - (ii) all recommendations for improvements previously agreed upon following audit visits and reports have been implemented.
9. To advise the Director on security measures for safeguarding cash and other valuables.
10. To conduct training of staff and prepare draft audit guides and instructions.
11. To use ICT in the performance of his duties.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Internal Auditor in the roles ascribed to him.

Note:

The Internal Auditor will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

Approved by Board on 24 August 2023

