

JMMB
JAMAICA MONEY MARKET BROKERS LTD

JOB DESCRIPTION & SPECIFICATIONS

JOB TITLE: Administrative Support Officer – Internal Audit
DIVISION:

DEPARTMENT: Group Internal Audit
Grenada Way, Kingston, Jamaica

SECTION/UNIT: Internal Audit

REPORTS DIRECTLY TO: Executive Team Leader

SCOPE OF JOB: To provide administrative assistance to the Team Leader and the Internal Audit Department.
To assist with planning, executing and reporting on internal audits/projects executed for companies within JMMB Jamaica.

IMMEDIATE REPORTEES: N/A

MAIN DUTIES & RESPONSIBILITIES:

Administration

- Liaises with internal and external contacts to ensure that Team Leader's calendar is updated and reflects his/her priorities (*e.g. meetings, trips, report preparation, etc.*).
- Liaises with internal and external contacts to acquire information required for the Team Leader to participate productively in meetings.
- Assists with the preparation of the Team Leader's oral, written and visual presentations/reports.
- Collate and arranges the dispatching of reports for Board Audit Committees (Group, JMMB Bank Jamaica, TT and DR Country Committees as required)
- Distributes Agendas, Minutes and other related documents to various persons as instructed.
- Works closely with the Team Leader to ensure his/her daily schedule is observed and follow-ups are recorded (*e.g. Prepares relevant files; review schedule at the start of each work day and has debriefing at the end day*).
- Handles all arrangements for local and overseas business travel by the Team Leader
- Facilitates contact with the Team Leader by the CEO, Senior Management and Department Team Members when the Team Leader is away from office.
- Co-ordinates travel and hotel accommodation on behalf of the Unit as needed.
- Assists with the processing of correspondence through, but not limited to:
 - a. Places telephone calls for the Team Leader.
 - b. Receives, date stamps and distributes all mail received by hand or by facsimile
 - c. Drafts and types correspondence as instructed.
 - d. Assists with photocopying and sending of hard copy facsimiles for the department.
 - e. Follows-up to ensure receipt of urgent documents and to assist in ensuring that they are date and time stamped by the receiver.
- Drafts and maintains the department meeting schedule, checking to avoid clashes.
- Advises other departments when the Department(s) will be out of office.
- Co-ordinates all meetings, workshops and retreats organised by the Unit, through but not limited to:
 - a. Liaises with relevant parties to draft the Agenda and assists with the preparation of oral, written and visual presentations, as instructed.
 - b. Liaises with Team Leaders to ensure that documents for meetings are submitted and/or circulated on a timely basis.
 - c. Prepares and dispatches the Minutes of the department meeting, as well as takes notes at other events as required

- d. Reminds participants of the event, at least two working days before.
- e. Books venues, equipment and refreshments, as instructed.
- f. Assists with the laying out of the room and with the return and storage of equipment, as needed.
- Assists the Team Leader in ensuring that the work environment is appropriate:
 - a. Monitors work environment to ensure ergonomic needs are met and the Department is aesthetically pleasing to Team Members and visitors.
 - b. Monitors stocks and orders as required, to ensure that all necessary stationery, printing materials et cetera are available for the department.
 - c. Monitors and reports to the relevant party when office equipment and fixtures are in need of repair or replacement. Follows-up on requests for repairs or replacements.
- Administers the Unit' databases, through:
 - a. Organizes filing system to ensure that it is efficient and up-to-date.
 - b. Files and secures hard and soft copies of documents as well as equipment for all members of the Unit.
 - c. Purges outdated documents
 - d. Retrieves archived department documents on-site, as required.
- Administers the expenses of the department through the following:
 - a. Handles the payment of department bills, through:
 - i) Receives invoices and verifies as required all bills for the department expenditure, including Company-paid bills for all department Team Members.
 - ii) Prepares requisite documentation for approval.
 - iii) Submits approved requests to FACT.
 - iv) Collects and dispatches cheques to payee or other party as instructed.
 - v) Maintains a log of payments processed or on hold.
- Processes personal payments (*e.g. credit card vouchers, gifts*) for the Team Leader in a timely manner
- Co-ordinates, prepares and submits to the CHDT the planned Annual Leave Schedule (*e.g. Vacation, Study*) for the year for the department as required.
- Assists with the execution of activities assigned by other Senior Team Leaders within the department.
- Performs any other duties which may be assigned from time to time

Internal Audits- Audit Execution

- Document details of planning and walkthrough meetings.
- Assist in identifying controls to mitigate potential risk factors within assigned process/areas.
- Document and execute audit test steps in partnership with more senior team members.
- Assist in evaluating controls and identifying control gaps in partnership with more senior team members.
- Document and maintain sufficient supporting information (such as flowcharts of end-to-end business processes) and facilitate the presentation of findings and conclusions in accordance with work paper standards.
- Assist with drafting audit reports and key deliverables as required
- Assist with the execution of follow-up reviews on all open audit issues to ensure Management's action plans are adequately addressed within agreed timeframe

SKILLS, EDUCATION, TRAINING & WORK EXPERIENCE REQUIRED:

- Diploma or equivalent
- Required Minimum Years of Experience: Total of 1 to 2 years
- Highly proficient in oral and written communication skills. Alert to non-verbal communication techniques.
- Very high level of computer skills, particularly word-processing, spreadsheets, presentation programmes and Internet use.
- Commitment to continuous learning
- Good time management skills

AUTHORITY:

- To recommend changes in the Managers' schedules to reflect priorities.
- To confirm travel arrangements for the Team Leader(s).
- To independently respond to internal and external queries using knowledge, creativity, initiative and sound judgement.
- To re-direct correspondence addressed to the Team Leader the appropriate Team Member, and to inform Team Leader of such.
- To call the external courier service as per the guidelines.
- To liaise with internal or external contacts to verify invoices received or query outstanding ones.
- To advise storage facility of files to be sent, in advance.

- To recommend storage systems.
- To research and bring to the Team Leader’s attention matters of interest to the efficient operations of that office.
- To make recommendations for changes in the workflow arrangements for increased efficiency.
- To recommend solutions to problems both within and beyond his/her area of authority.
- To identify and recommend seminar/courses/programmes which would enhance own on-the-job skills.

LIAISES WITH: **External** and **Internal** contacts absolutely essential for carrying out the duties of this position. (e.g. **CONTACT** – Bank of Jamaica; **FREQUENCY** - daily/on-going; **REASON** - to confirm repurchases for JMMB; **HOW** – via telephone).

EXTERNALLY	FREQUENCY & HOW	REASON
Consultants, External Auditors	As needed. Via telephone, in writing/e-mail.	To assist with matters as instructed or as needed (e.g. to schedule/ confirm meetings; to collect/deliver very urgent documents; to follow-up on tasks assigned by/to the Team Leader).
INTERNALLY	FREQUENCY & HOW	REASON
Leadership Team, JMMB team members	Daily as needed. Via telephone, in writing, in person.	To schedule meetings; to collect or provide information for follow-up on action items.
All Departments	Daily as needed. Via telephone, in writing/e-	To schedule meetings, follow-up on action items and take Minutes of meetings, as

Settlement Dept – Couriers	mail, in person.	required. To assist with the execution of internal audits.
FACT Department - Payables	As needed. Via telephone, in person. Weekly/Monthly and as needed. Via telephone, in writing, in person.	To dispatch documents/packages. To request /receive cheques for settling invoices; to obtain or clarify expense reports.

WORKING CONDITIONS: List both the positive and negative working conditions associated with this job (e.g. *PHYSICAL* - office environment, exposure to dust; *SPECIAL* - frequent travel, being on 24-hour call, numerous critical deadlines).

PHYSICAL	FREQUENCY	% OF TIME
Normal office environment.	Daily	100%
SPECIAL	FREQUENCY	% OF TIME
Frequent telephone calls that require a lot of use of the voice, as well as personal mobility.	Daily/On-going.	50%
Critical deadlines (e.g. for audit committee meetings)	As needed.	5%