

JOB SPECIFICATIONS

POST	INTERNAL CONTROL OFFICER
SALARY	Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 (CWA 38 – PRB 2021)
QUALIFICATIONS	<p>(a) At least Cambridge School Certificate Grade II and ACCA Level I or an alternative qualification acceptable to the Authority</p> <p style="text-align: center;">WITH</p> <p>(b) A minimum of (3) three years experience in performing Auditing duties.</p> <p>(Officers in the service of the Authority with the above qualification and experience may firstly on merit and secondly on the basis of seniority be promoted to the post of Internal Control Officer)</p>
DUTIES	<p>To be responsible to the Chief Internal Auditor or Senior Internal Control Officer for:</p> <ul style="list-style-type: none">a) the supervision of the Audit of the Finance, Stores and sites in accordance with the approved programme.b) drafting queries, memoranda or inspection reports arising out of the examination of the accounts and ensuring that the Chief Internal Auditor is informed promptly of explanations.c) ensuring that appropriate action is taken to remedy weaknesses of the systems and recommending changes in procedures whenever necessary.d) supervising, undertaking and examining annual statements and drafting reports thereon to the chief Internal Auditor or Senior Internal Control Officer.e) to perform duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

Approved by the Central Water Board on 10th September 2008 – CWB (08)218