



# GUYANA WILDLIFE CONSERVATION & MANAGEMENT COMMISSION

## TERMS OF REFERENCE FOR Internal Auditor

### **Commission Overview**

The Guyana Wildlife Conservation and Management Commission (GWCMC) was established in accordance with Section 4 of the Wildlife Conservation and Management Act. The Commission is responsible for all matters related to the protection, conservation, management, sustainable use, internal and external trade of Guyana's wildlife.

### **Overall Responsibilities:**

The Internal Auditor is expected to ensure accountability, risk management, and the effective use of public funds, particularly as the GWCMC works to strengthen these capabilities. The auditor's scope includes all of the Commission's activities, programmes and projects. Objective and independent assurance shall be provided to the Board and management of the Commission about the effectiveness of the Commission's risk management and internal control systems and governance processes.

### **The position shall cover the following areas:**

The Internal Auditor must ensure that the GWCMC's activities are consistent with the laws, regulations and procedures of the Commission. The incumbent must oversee and conduct internal audits to evaluate internal control systems, risk management, governance processes and compliance with laws and regulations and ensure that adequate safeguards for the Commission's assets are in place.

### **Responsibilities (include but not limited to):**

#### **1. Audit Planning**

In consultation with the Board/Commissioner, the Internal Auditor is required to develop and implement annual audit plans. These plans shall cover financial, operational, compliance and risk-based audits.

#### **2. Internal Controls**

- a. Assess internal control systems in place at the Commission in order to identify gaps and weaknesses; and
- b. Develop recommendations to address the gaps and weaknesses identified.

### **3. Financial Audits**

- a. Review financial records, transactions and reporting for accuracy and compliance.

### **4. Operational Audits**

- a. Assess processes, resource utilization and operational efficiency; and
- b. Recommend measures to improve efficiency, productivity and effectiveness.

### **5. Compliance Audits**

- a. Assess adherence to laws, regulations, processes, SOPs and international obligations; and
- b. Recommend measures to promote compliance.

### **6. Risk Management**

- a. Evaluate risk assessment and mitigation strategies; and
- b. Provide recommendations to strengthen risk management.

### **7. Reporting requirements**

The Internal Auditor is expected to provide audit reports to management and the Board based on the audit plan. Special reports may also be required from time to time. An annual comprehensive report is also required.

### **8. Follow-up**

The Internal Auditor is expected to conduct follow-up audits to ensure that remedial action has been taken and to monitor the implementation of audit recommendations.

### **9. Any other duties**

The Internal Auditor will be required to perform any other related duty that may be assigned from time to time.

**Reporting Responsibilities:** Reports to the Commissioner

**Supervisory Responsibilities:** work along Management / Staff across the Divisions of the GWCMC.

### **Job Requirements/Specifications**

**Education:** Bachelor's degree in Accounting, Finance, or a related field.

**Professional Certification:** ACCA, CPA, or CAT is strongly preferred or required for senior roles.

**Experience:** A minimum of 3-5 years of professional experience in auditing or accounting, often with supervisory experience required.

### **Essential Skills:**

- Working knowledge of the Public Service Audit procedures or
- Four to Five years' experience in Audit
- Deep knowledge of International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP).
- Proficiency in Microsoft Office Suite (Excel, Word) and computerized accounting/audit software.

### **Job Conditions**

Will be spending 100% of time at the Guyana Wildlife Conservation and Management Commission unless required to travel for special projects.

**Mental Requirements:** High

Data Analysis  
Problem Solving  
Decision Making  
Innovation/ Creation  
Writing/Composing  
Reading

Physical Requirements: Minimum  
The job requires a minimum level of physical activity.

**Salaries and Benefits**

Salaries and Benefits are based on the Guyana Wildlife Conservation and Management Commission's existing salary scheme, and benefits are in accordance with the laws of Guyana and the policies of the Commission. These are all provided for in the Contract of employment.

**Nature of Recruitment:** Local

---

Employee Signature