

PUBLIC NOTICE

VACANCY

INTERNAL AUDIT ASSOCIATE (APPRENTICE)

Applications are invited for an Internal Audit Associate (Apprentice) within the Internal Audit Service of St Helena Government (SHG). The post will include studies and training towards the SHG Internal Audit Scheme of Service and will involve carrying out internal audit assurance and consulting work within SHG under the direction of Internal Audit management.

Applicants should be versatile and highly motivated and will receive on the job training on performing internal audit engagements towards the achievement of the annual internal audit plan. Required skills and attributes of potential candidates are:

- IT skills especially use of Microsoft Applications;
- Good people management and interpersonal skills;
- Time management and organisational skills;
- Analytical, eager to learn and motivated by challenge; and
- Excellent interpersonal and verbal communication skills.

Essential qualifications for this role are GCSE Maths and English at Grade C or above.

The starting salary for the post will be £8,067 per annum and will be reviewed on the achievement of training goals in line with the Internal Audit Scheme of Service.

For further details regarding the duties of the post and for a copy of the job profile, interested persons can contact Christy Joshua on 22692 or on email: christy.joshua@sainthelena.gov.sh

Application forms, which are available from Corporate Human Resources and on the SHG website at www.sainthelena.gov.sh/vacancies and should be submitted to Dianne Venning, Human Resources Officer, Corporate Human Resources, The Castle or e-mail recruitment@sainthelena.gov.sh by no later than Monday 13 April 2020.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.