

MINISTRY OF ENERGY AND ENERGY INDUSTRIES

AUDIT ANALYST I

JOB SUMMARY:

The incumbent assist in the conduct of the audit of accounting records, statements and financial reports of oil companies involved in Production Sharing Contracts (PSCs) under the direction of a supervisor and in accordance with auditing procedures.

DUTIES AND RESPONSIBILITIES

- Assist with the performance of audit in accordance with contract requirements and applicable accounting principles and regulations
- Assist with summarizing and reporting of results to appropriate internal and external stakeholders
- Assist with the maintenance of accurate records on an ongoing basis for review and input to budget process as necessary
- Assist with preparation of accurate audit work papers on an on-going basis for review by Audit Analyst II
- Assist with the observation of inventory count procedures for the verification of figures included in Inventory Statements
- Check currency exchange valuation on a regular basis
- Assist with the timely completion of the Expenditure and Revenue Audits
- Assist Audit Analyst II with Contractors' adherence to Auditing Standards and Compliance with Legislation
- Assist with preparation of work papers/records using Microsoft Office Suite
- Liaise with internal and external stakeholders as required
- Perform other related duties

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting and auditing principles, techniques and practices
- Some knowledge of the Petroleum Act and Regulations
- Knowledge of computer accounting application – spreadsheet and word processing
- Ability to communicate effectively (written and oral)
- Ability to conduct research of an Auditing nature

MINIMUM EXPERIENCE AND TRAINING:

- Training as evidenced by Level one (1) of the Chartered Certified Accountant qualification or other equivalent qualification.
- Minimum of three (3) years' experience in an Auditing capacity
- Experience in the application of Production Sharing Contracts would be an asset