



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the posts of:

AUDITOR

ROLE AND CORE FUNCTIONS OF THE JOB:

Under the direction of the Audit Manager (directly) and Chief Internal Auditor (indirectly), the incumbent shall have responsibility for providing support to facilitate an effective and efficient audit and compliance system to ensure that company accounts, inventory and other control systems are in accordance with statutory, ethical and organizational requirements.

CORE DUTIES & RESPONSIBILITIES:

- To assess the level of compliance with our agreements, and specifically as outlined in the National Health Fund NHF card Provider Agreement, and the Jamaica Drug for the Elderly Programme (JADEP) Provider Agreement, the NHF Act, as well as the Pharmacy Act.
- To determine the authenticity of:
 - (a) the claims submitted by our Providers, by verifying the pharmaceutical items prescribed by Doctors and these received by beneficiaries.
 - (b) the chronic illnesses certified by Doctors for the National Health Fund Programme NHF card beneficiaries.
- To assess the effectiveness of the controls of the adjudication, and the claims administration processes.
- To identify errors in claims submission.
- To identify areas of potential fraud, waste, and abuse of benefits.
- To follow up on issues identified in previous audits.
- To identify areas for improvement and recommend appropriate measures

SPECIFIC KNOWLEDGE REQUIRED:

- Accounting and auditing principles and practices
- Audit Command Language (ACL) or a quantitative query tool
- Computerized inventory management/accounting systems
- Inventory management practices
- Operational audit practices
- Computerized systems analysis and information processing
- Pharmaceutical and general pharmacy practices
- Proficiency in Microsoft Office software programmes particularly Excel
- The National Health Fund Act

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Associate Degree in Accounting or Management with a Pharmacy Technician Certificate or any other equivalent qualifications.
- Degree in Accounting or Management would be an asset.
- Minimum of two (2) years working experience preferably in a Pharmaceutical, Warehousing or Insurance environment
- Experience in the area of Operational, Compliance and Fraud Audits
- Working experience in a retail pharmacy would be an asset

Applications should be sent to the following address no later than **Sunday, December 11, 2022**.

**Human Resource and Administration Division
National Health Fund
6th Floor, The Towers
25 Dominica Drive
Kingston 5
Email: vacancies@nhf.org.jm**

NB. We appreciate all responses, but only short listed candidates will be contacted.