



## **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

#### **SPECIAL CONDITIONS ASSOCIATED WITH JOB:**

- Required to work beyond normal working hours and on weekends (when required) in order to meet stipulated deadlines.
- Working in a warehouse environment.
- Intra-island travel to retail pharmacies, which may at times require overnighing for maximum of a week.
- Must maintain a road worthy vehicle and have a good driving record.

Applications should be sent to the following address no later than **Friday, June 25, 2024**.

**Human Resource and Administration Division  
National Health Fund  
6<sup>th</sup> Floor, The Towers  
25 Dominica Drive  
Kingston 5**

Apply Here: <https://nhf.orangehrmlive.com/recruitmentApply/64/view>

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