



# CIRCULAR MEMORANDUM

## NO. 14 OF 2026

**MY REF:** STAFF/GEN/22/02/26 (31) Vol. IV

**FROM:** Chief Executive Officer, Ministry of the Public Service and Disaster Risk Management

**TO:** Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: VACANCY NOTICE – EXAMINER OF ACCOUNTS III, OFFICE OF THE AUDITOR GENERAL**

**DATE:** 11<sup>th</sup> February 2026

Applications are invited from suitably qualified persons to fill the position of **Examiner of Accounts III, Office of the Auditor General**.

**1. ACCOUNTABILITY OBJECTIVE:**

Responsible for assisting the Supervisor of Audit and the Senior Examiner of Accounts in the day-to-day execution of the Finance and Audit Reform Act, ensuring that all Ministries/Departments, Local Government Authorities and Statutory Bodies are audited and that the Auditing process is carried out using prescribed standards and procedures.

**2. ANALYSIS OF POSITION**

**A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. **CONDUCTS** audits and other investigations of ministries/departments as required, ensuring methodical documentation of workplans, testing results, conclusions, and recommendations; follow-up on findings and corrective actions taken.
2. **PREPARES** reports of audits and investigation findings ensuring to assemble supporting data, forms, and worksheets; and submits findings to the Supervisor of Audit for review.
3. **PERFORMS** specific tasks such as checking computations of Pensions payments and Estate duties, surprise cash surveys or any other duties assigned by team supervisor specific to the type of audit being undertaken.
4. **ASSISTS** in carrying out investigations on irregularities identified, reports any wastage of funds resulting from irregular decisions, wastage and general misappropriation of financial resources and government property and makes recommendations for corrective actions.
5. **RECOMMENDS** appropriate corrective action such as garnishment, tax lien, or issuance of a warrant to enforce compliance with established policies and procedures as it relates to public finances.
6. **REVIEWS** records pertaining to material assets and physical inventory such as equipment, buildings, or manpower to determine the degree to which they are utilized and identifies irregularities or discrepancies in record keeping, controls, or operations of a specific area.

7. **CONDUCTS** analysis of data collected and uses data to make inferences on specific irregularities encountered in the process of auditing a specific intuition.
8. **ASSIST** in the execution of development training needs for the staff of the Office of the Auditor General to develop staff competencies to make sure that the office maintains a cadre of adequately skilled personnel to conduct audits.
9. **PROVIDES** technical support to junior level staff in specific areas of auditing and assists in the preparation of detailed audit work plans and matrix.
10. **ASSESSES** the accuracy of record keeping transactions relative to defines policies, procedures and guidelines established for a given area or program.
11. **REPRESENTS** the Office of the Auditor General at national and international conferences, seminars and training as required.
12. **PERFORMS** election, shelter management and hurricane related duties as may be required.
13. **MAY** testify at Public Accounts Committee meeting to make clarifications in regard to audit findings as required by Auditor General.
14. **DEVELOPS** and assists with the strategic management and operational plans of the Office of the Auditor General.
15. **ADHERES** to International Standards for Supreme Audit Institutions (ISSAIs) and internal policies of the Office of the Auditor General Belize (OAGB).

## **B. QUALIFICATION AND EXPERIENCE**

Bachelor's Degree in relevant field such as: Public Finance, Public Sector Management, Accounting, Management Studies, Economics, Public Administration, Government, Human Resources Management/Development, Business Administration, Political Science, Public Policy or related discipline such as Association of Accounting, AAT Level II or its equivalent.

### **Plus**

Extensive knowledge of the Belize Constitution, Financial and Stores Orders, Public Service Regulations, Audit Standards, and International Accounting Standards with the ability to rapidly understand and implement the requirements of relevant legislation, regulations, policies and procedures with proper consideration on the implication and outcomes of such administration. Specialized proficiency in the use of computer applications for word processing, spreadsheet development, electronic form creation and related.

### **Plus**

At least three (3) years' experience as an Audit Assistant.

## **C. COMPETENCIES/SKILLS**

### **Technical**

- Experience in applying relevant legislation, regulations, policies, audit standards and agreements
- Ability to communicate effectively both orally and in writing
- Ability to produce technical reports
- Ability to maintain accurate record

### **Behavioural**

- Ability to handle sensitive and confidential matters
- Time management skills
- Ability to work as a team player
- Effective interpersonal communication
- Good public relations skills

### **3. REPORTING RESPONSIBILITY**

The Examiner of Accounts III will report to the Supervisor of Audit, Office of the Auditor General.

### **4. SALARY**

Government Pay Scale 16 of \$31,529 x 1,369 - \$57,540 per annum.

### **5. CONDITIONS OF SERVICE**

Conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than Friday, 27<sup>th</sup> February 2026.



**ROLANDO ZETINA (MR)**  
**CHIEF EXECUTIVE OFFICER**

- c:**     *Director, CITO,*  
          *President, Public Service Union of Belize*  
          *President, Association of Public Service Senior Managers*