



**GOVERNMENT OF SIERRA LEONE  
MINISTRY OF FINANCE**

**NOTICE TO THE GENERAL PUBLIC ON THE  
RECONSTITUTION/ESTABLISHMENT OF AUDIT COMMITTEES IN LOCAL  
COUNCILS**

**1.0 Background**

In furtherance of its commitment to strengthening accountability and oversight responsibilities for Public Financial Management at the sub-national level, and in compliance with section 76(1) of the Public Financial Management Act 2016, Government intends to reconstitute audit committees in all Local Councils.

In line with the above, the Ministry of Finance invites applications from suitably qualified and experienced individuals residing in Local Councils' jurisdiction to serve as audit committee members. The audit committees should meet quarterly and be effective in performing their oversight responsibilities consistent with provisions in the Public Financial Management Act, 2016, Public Financial Management Regulations, 2018, as well as international best practices of audit committee operations in governance, risk management, and control activities of an entity.

**2.0 Regulation 152(2) of the PFM Regulations, 2018** states the requirements for reconstituting the audit committee as follows:

**2.1 Structure:**

- (i) An audit committee shall not be less than three and not more than five,
- (ii) At least one external member with extensive knowledge of financial management as chair;
- (iii) At least one external member with extensive knowledge of accounting, auditing or administration issues,
- (iv) At least one representation from the local council;
- (v) The Internal Audit in the Local Council shall serve as the Secretariat for the Audit Committee,

**2.1.1 Other Structural Requirements:**

- (i) A representation from the Internal Audit Directorate senior management will be present at each audit committee sitting.
- (ii) Retired and active members from professional bodies, including the Institute of Chartered Accountants in Sierra Leone (ICASL) and the professional body for Engineers, are highly encouraged to apply;
- (iii) Women are also highly encouraged to apply.



## **2.2 Duties and responsibilities of Audit Committee members:**

**Regulation 152(4) of the PFM Regulations, 2018** states the functions of the audit committee as follows:

The audit committee shall perform the following functions:

- a) Advise on:
  - (i) the planned activities and results of both internal and external audit
  - (ii) the performance of the internal audit function as against its annual internal audit and strategic plans
  - (iii) the adequacy of management response to issues identified by the internal audit activity
  - (iv) the adequacy of management response to issues raised by the Auditor General's and Public Accounts Committee's recommendations
  - (v) the accounting policies, the accounts, and the annual report of the budgetary or sub-vented agency, including the process for review of the accounts prior to submission for audit, levels of error identified, and management letter from the Auditor-General.
- (b) Prepare an annual statement showing the status of implementation of recommendations made in all audit reports, including internal and external audit reports;
- (c) Review the activities, resources and organizational structure of the internal audit and ensure that no unjustified restrictions or limitations are placed on the internal auditors,
- (d) Consider the strategic processes for risk, control and governance within the budgetary or sub-vented agency;
- (e) Review anti-fraud policies, whistle-blowing process, and arrangements for special investigations,
- (f) Meet separately with the head of the internal audit to discuss any matters that the audit committee or internal auditors believe should be addressed privately,
- (g) Review its effectiveness periodically and report the results of that review to the agency, and
- (h) The Government Audit Committee (GAC) will serve as an oversight body to the established audit committees in the local councils. All unresolved audit queries in the local councils will be brought to the attention of the GAC.

## **3.0 Reporting:**

The Audit Committee should report to the head of the local council (Mayor/Chairman). However, copies of such audit committee's report should be forwarded to the Government Audit Committee, Financial Secretary, PS, Ministry of Local Government and Community Affairs and the Director of Internal Audit.

## **4.0 Mode of Applications:**

All applications should be addressed and submitted in hard copy to the Chief Administrator of the Local Council of Interest and forwarded softcopy to the following email address: [iaddirectorate.mof@gmail.com](mailto:iaddirectorate.mof@gmail.com) and [fdddirectorate.mof@gmail.com](mailto:fdddirectorate.mof@gmail.com). The deadline for the receipt of all applications is **9<sup>th</sup> June 2023**. Late applications are discouraged and shall not be considered.

### **5.0 Requirements and Qualification of Applicants:**

- Applicants **MUST** be residents within the Local Council
- Applicants should possess a Bachelor's degree in Accounting, Finance or a related subject
- Applicants should be highly professional about confidentiality, integrity, due professional care, etc.
- Communication skills, both written and verbal;
- Tactful and diplomacy in handling contentious issues;

### **6.0 Conclusion:**

Qualified individuals, including professionals from various fields, are encouraged to apply and contribute to the effective functioning of the audit committees.

For more information, please contact the Ministry of Finance at +232-76-892-918/+232-77-399-779 or the Chief Administrator of the respective Local Councils.

