



# St Helena Government

## TERMS OF REFERENCE

### *Deputy Chief Auditor*

Date: **January 2026**

#### **1. Background**

1.1 The island of St Helena is an internally self-governing Overseas Territory of the United Kingdom located in the South Atlantic approximately 4,000 miles from the UK. The Government comprises a Governor (who is appointed by the Crown), a Chief Minister an Executive Council, which has the general control and direction of Government, and a Legislative Council. The Governor retains responsibility for internal security, external affairs, defence, the public service, the administration of justice and finance.

1.2 The island's population is around 4,100 and it has a typical small island economy with a high import dependency, a narrow economic base, a large public sector (total establishment of 902 at August 2024), and significant outward labour migration. St Helena receives UK Government financial assistance to support recurrent and capital expenditure as part of their obligation to ensure that the reasonable needs of the population are met.

1.3 The St Helena Government Strategy for St Helena captures the following National Goals:

**Altogether Safer**  
**Altogether Healthier**  
**Altogether Better for Children and Young People**  
**Altogether Greener**  
**Altogether Wealthier**  
**Effective Infrastructure**  
**Effective, efficient and accountable Public Sector**

The plan will improve joined up thinking, focus, and crucially reflect the views of the community. This can be found here: <https://www.sainthelena.gov.sh/wp-content/uploads/2022/05/SHG-Strategy-2022-2025-FINAL.pdf>

#### **Our Vision:**

St Helena – a great place to live, learn, work, visit and invest.

#### **Our Mission:**

Improve the lives of all within our community and help the island thrive.

#### **Our Values:**

**FAIRNESS** - We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

**INTEGRITY** - We communicate openly and we are honest, accountable and ethical.

**TEAMWORK** - We work together and we support each other.

1.4 Commercial flights to St Helena commenced on 14 October 2017. It is hoped that the tourism activity resulting from this will significantly enhance St Helena's economic prospects and have a

positive impact on the island community, bringing a period of accelerated social and economic change. Achievement of Government's Goals and Strategic Objectives will require sound management and transformation of the Public Service to make it a professional, modern, and flexible organisation able to initiate and respond to change.

1.5 There are five Portfolios, each led by a Portfolio Director, reporting to the Head of the Public Service. The Portfolios are: Economic Development; Education, Skills and Employment; Health and Social Care; Environment Natural Resources and Planning; and Safety, Security and Home Affairs. There is also a Central Support Service led by the Deputy Chief Secretary which provides support to all areas of the Public Service, as well as the Executive and Legislative Councils. The Treasury is led by the Deputy Financial Secretary.

1.6 The Chief Auditor holds a constitutional office independent of Government. As the statutory external auditor the Chief Auditor is responsible for auditing the annual financial statements of public bodies, promoting public accountability in the administration of St Helena, providing advice to the Public Accounts Committee, and conducting performance audits.

1.7 The functions of the office of the Chief Auditor are delivered through the staff employed within Audit St Helena and through professional firms appointed by the Chief Auditor. The organisational chart is shown at the end of this document.

1.8 The Island has entered an exciting phase in its development. To assist the Chief Auditor in their statutory functions, we are seeking to appoint a suitably qualified and experienced Deputy Chief Auditor.

1.9 This role is funded by UK Government as the skills required are not currently available on the Island. Officers employed through this 'Technical Co-operation (TC) Programme' are expected to share their knowledge and skills beyond the workplace to ensure their time on St Helena has the broadest benefit. It is important that you have the right values and attitude and that you are motivated by wanting to make a difference and contribute to our small island community. You will need to be adaptable, be sensitive to the local context and challenges, and have the ability to take joy from the simple things in life. This is an excellent opportunity to support, contribute and give back to the island whilst also enjoying the unique lifestyle opportunities the island can offer you.

## **2. Key Objectives**

2.1 The overall objectives of the post during the contractual period are as follows:

- Under the direction of the Chief Auditor to manage the operations of Audit St Helena in delivering a professional external audit function and servicing the Chief Auditor's responsibilities under statute including deputising as required.
- Operational planning, management and performance monitoring of audit resources to ensure that workflow is organised to deliver audits in accordance with statutory deadlines.
- Managing the planning, delivery and quality control of financial audit work across a diverse portfolio in accordance with International Standards on Auditing (ISA).
- Managing the planning, delivery and quality control of performance audit work in accordance with International Standards of Supreme Audit Institutions (ISSAI).
- Preparing and negotiating audit engagement plans and reporting the results of completed audits to the Chief Auditor and client organisations whilst maintaining effective relationship management.
- Managing and developing audit teams including the development and implementation of training plans and the performance management of staff members.

- Providing technical leadership in accounting and audit practice and ensuring audit methodologies and systems maintain compliance with international standards.
- Supporting the Chief Auditor in his role as professional advisor to the Public Accounts Committee.
- Assisting the Chief Auditor with financial planning and budgetary control to ensure the audit trading account is actively managed and the requirements of financial regulations are met.
- Accepting operational responsibility for the System of Quality Management as set out in the International Standard of Quality Management 1 (ISQM1) and delivering the tasks and outcomes associated with this responsibility as set out in the Audit St Helena System of Quality Management (SOQM).

2.2 A key objective for all the roles funded through the TC Programme is Capacity Development. Capacity Development is defined by the Public Service as:

- Developing specific job related technical skills and knowledge in an individual or across teams or groups.
- Enhancing knowledge, skills and abilities of individuals, teams and the Public Service as a whole.
- Supporting the improvement of overall Public Service performance.
- Enhancing knowledge, skills and abilities of individuals within the private sector and wider community.
- Supporting the development of the island (including voluntary work) which may be unrelated to your substantive role.

You may be directly involved in succession planning and if so you would be required to:

- Participate in the performance management process and identify solution for filling skill/capacity gaps.
- Facilitate continuing professional development for direct reports and the wider team as necessary.
- Develop succession plans, or contribute to succession planning for staff within the section.

You can contribute to the development of the workforce even if you don't have direct reports or a designate or successor for your role. You can also add value and support a range of projects through other activities including volunteering.

It is important that officers funded by the TC Programme collect and report on what they are doing to develop the workforce, in their section, in their Portfolio, across the Public Service and in some cases wider into the Private Sector. It is also important that the Public Service can report on the added value officers bring to the Island through supporting projects or volunteering.

Capturing the added value and capacity development that officers funded by the TC Programme undertake, as well as the collective impact these officers make to St Helena, is imperative as the Public Service relies on UK Government funding for these roles.

Throughout your employment you will be required to complete a Capacity Development Record to help the Public Service capture all of this information. Thinking about all you can do to support the development of people, services and St Helena should be an integral part of your time here.

### 3. Support to National Goals and Strategic Objectives

The post holder will indirectly support the achievement of all goals and objectives but will directly support the following:



### 4. Outputs, Timing and Reporting

1. The Deputy Chief Auditor shall provide to the Chief Auditor, monthly reports on progress. These reports should cover the outputs, and key performance indicators agreed with the Chief Auditor. These should be agreed not more than three months after arrival on Island.
2. A Capacity Development Record should be kept by the postholder for the duration of their contract. This will be reviewed as part of the six-month probation review, annually as part of the appraisal process and at the end of contract review.
3. The post will be for three years. Performance will be measured with respect to the Section and Portfolios overall performance in service delivery and increases in operational effectiveness and efficiency. The Capacity Development Record will be a key document for measuring performance. A probationary period of 6 months will apply.
4. The Deputy Chief Auditor will report directly to the Chief Auditor.

## 5. Audit St Helena Organisational Structure

