

Job Description
Position: Contract Compliance Auditor
Location: Anchorage
Duration of contract:: 11 months
Required start date: October
Number of Positions: 1
Work Description
The Contract Compliance Auditor conducts compliance audits of the assigned contracts on the current Audit Schedule. Work is performed under the general supervision of the Assurance Lead. Work product and process consistency is monitored by the Audit Supervisor through observation, conferences, and by results obtained.
Responsibilities
<ul style="list-style-type: none">• Reads and analyzes moderately complex contracts and prepares a contract brief and compensation matrix;• Researches the project and/or services provided in the contract;• Prepares an audit program for the contract(s) under audit;• Develops the data schedules and tests to be performed on the data;• Review vendors key records and logs, and develop a thorough understanding of the business relationship; Key elements reviewed include pricing, quantities, delivery, and more;• Identify and evaluate potential errors, dissect the processes that led to the errors, determine control implications, and document the errors;• Prepares both vendor and management reports;• Conduct audit entrance and exit meetings.• Input audit work, audit reports and findings in the standard tool for tracking audit progress and results;
Deliverables
Deliverables are a useful way of contractually clarifying the agreed out put of the contract. Deliverables should be SMART outputs for example “ to create a project plan by an agreed date to be signed of by the programme manager” or “to provide a weekly report to the team leader” .
Experience & Knowledge
Knowledge of: <ul style="list-style-type: none">• Microsoft Excel; general knowledge of spreadsheets, pivot tables and lookup functions• Microsoft Word; general working knowledge• General knowledge of commonly-used concepts, practices, and procedures within the oil industry• Principles and practices of research, analysis and report preparation• Principles & procedures of financial record-keeping and reporting
Ability to: <ul style="list-style-type: none">• Comprehend and make inferences from written material.• Determine compliance with contract requirements.• Produce clear and concise reports with thorough backup to audit findings.• Develop spreadsheets that arithmetically demonstrate audit findings and can be followed by the contractors and BP management.• Specify corrective methods to resolve compliance problems both orally and in writing.• Ability to filter through significant detail and provide business deliverables.• Ability to manage multiple priorities simultaneously.
Additional Requirements: <ul style="list-style-type: none">• Some audit work may require occasional trips to the field locations.

- Audit work is done almost exclusively in the Client offices; minimal work done off-site.

Skills/Behaviors

Any Other Relevant Information

Education – BA or BS in Accounting and 3+ years of experience in the field or in a related area

Certifications – None required

Local Candidates Preferred