



PROFESSIONAL AUDIT TRAINEE STUDY AND PROGRESSION POLICY

Effective: January 2024

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***To help the public service
spend wisely***

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INTRODUCTION

1. The Office of the Auditor General (“OAG” or “Office”) relies heavily on developing a pipeline of professionally qualified audit staff to function effectively and so wishes to support its professional audit trainees in their development.
2. It is the desire of the Office to attempt to increase the number of Caymanian staff working in the OAG recognizing the Office operates in a highly competitive local market for finance professionals. Section 55(1) (C) of the Public Service Management Act and Section 52 of Personnel Regulations specifies requirements for the advancement of Caymanians in the Civil Service.
3. Therefore, only Caymanians will be appointed to Professional Audit Trainee posts in OAG. This policy outlines how the OAG will fund and otherwise support its Caymanian professional audit trainees through their professional training and describes their succession plan through to Auditor then Audit Project Leader.

PAY PROGRESSION OF PROFESSIONAL AUDIT TRAINEES

4. Staff recruited as Professional Audit Trainees will be appointed to Grade L and can progress to Grade K during their training. In keeping with Cayman Islands Government personnel regulations, it is expected that new recruits will be appointed at point 2 of Grade L unless there are reasons to the contrary. For example, a new recruit may be part-qualified, have educational qualifications that grant professional examination exemptions or have significant relevant work experience for example.
5. Upon completing 6 months in post satisfactorily, a pay increment of one point will be awarded.
6. Incremental pay increases will be given on the passing of professional examinations. The OAG will support its audit trainees in undertaking a recognized accountancy qualification of which ACCA, CIPFA and CPA (US state) are likely to be the most relevant. Because the number of examinations to be taken can and does vary significantly between the different accounting bodies, a specific progress scheme will be developed for each trainee to drive as much consistency as possible in pay progression.
7. Professional Audit Trainees will be appointed only to Grade L without exception but can move onto Grade K when over half of their professional examinations have been passed and they have at least two years of work experience with OAG. At the point the Professional Audit Trainee moves to Grade K their job title will change to Auditor.
8. Once the trainee has passed all relevant professional examinations of their accounting body, they will move to Grade I at point 1 and be known by the title Audit Project Leader. After a year and if judged to be performing effectively as an Audit Project Leader by the Auditor General (AG), the trainee will move to Grade I point 2. If in the intervening time, the trainee has achieved their IPSAS qualification and already move to Grade I point 2 then they will move to Grade I point 3 instead.

STUDY COSTS COVERED BY OAG

9. The following trainee-related costs will be covered by OAG:
- Membership fee and an annual subscription to the accountancy body chosen.
 - Full costs of the training course and relevant training materials.
 - Revision courses where judged appropriate.
 - Examination fees for up to two examination attempts. Further attempts to be at the discretion of the AG but ordinarily expected to be at the trainee's own expense.
 - Travel (economy) and accommodation costs if the trainee needs to travel to sit examinations.

TIME AVAILABLE FOR STUDY

10. Five days of study time per exam plus the day of the exam.
11. Additional time off for travel will be at the discretion of the AG if it is necessary to sit the exam and additional study time may be made available if a strong business case is made.
12. As detailed in 10 and 11 above, study time will be given for two examination attempts. Study time for further examination attempts will be given at the discretion of the AG but ordinarily will be expected to be taken in the trainee's own time.

EXPECTATIONS OF TRAINEES

13. The Office wants its trainees to succeed and move onto qualified roles in the Office in a reasonable time frame. OAG expects trainees to routinely and regularly sit exams whenever exam cycles arise and the trainee should discuss and agree in advance with their line manager (i.e. the allocated Audit Manager) if they wish to miss an exam sitting for whatever reason. OAG will reserve the right to take remedial action should any trainee consistently fail to sit their professional examinations.
14. It is expected that the trainee will build skills in financial and performance auditing techniques during their training and the Office will develop plans to support the professional skills development of its trainees ensuring a broad range of experiences.

IMPLEMENTATION

15. The Auditor General has overall responsibility for the effective operation of this policy. The Audit Manager responsible for managing each trainee has responsibility to ensure its day to day delivery.