



## MINISTRY OF LOCAL GOVERNMENT

**ROLE DESCRIPTION:** INTERNAL AUDITOR

### CORPORATE INFORMATION

1. **Position Level** : Salary Band F
2. **Salary Range** : \$24,261.72 - \$30,615.98 (Step 1 to Step 4)
3. **Duty Station** : (HQ) Suva
4. **Reporting Responsibilities:**
  - a) **Reports To:** Principal Audit & Compliance Officer through Senior Accounts Officer - Compliance
  - b) **Liaises with** : Internal –
    - All sections of the MinistryExternal –
    - Line Ministries & Department, Municipal Councils, National Fire Authority, Statutory Bodies, suppliers and donor agencies and International Organisation
  - c) **Subordinates** : Nil

### POSITION PURPOSE

The position is responsible for assisting the Senior Accounts Officer- Compliance for the conduct of internal audits and/or special audits or assignments for Municipal Councils and National Fire Authority in line with the prevailing rules and regulations ensuring compliance with established internal control procedures by assessing, evaluating and validating records, reports, operating practices, and documentation

### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Maintain internal control systems by updating audit programs and questionnaires; recommending new policies and procedures.

2. Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation and verifies assets and liabilities by comparing items to documentation.
3. Comply with legal requirements; enforcing adherence to requirements and advising management on needed actions.
4. Complete audit work papers by documenting audit tests and findings and prepares special audit and control reports by collecting, analysing, and summarizing operating information and trends.
5. Communicate audit findings by preparing a final report; discussing findings with management.
6. Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
7. Contribute to team effort by accomplishing related results as needed.
8. Assist in developing annual audit plan for the Ministry.

#### **KEY PERFORMANCE INDICATORS [KPIs]**

Performance will be measured through the following indicators:

1. Timely submission of audit reports and follow up with reported findings at appropriate intervals.
2. Reports are meeting the required standards.
3. Audit objectives are met and reflected in the audit findings and recommendations.
4. Report issues and challenges identified and negotiate action plans with the management to address these problems.

#### **PERSON SPECIFICATION [KESAs]**

A Bachelors Degree in Accounting, Auditing, Commerce and relevant experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **KNOWLEDGE AND EXPERIENCE**

1. At least 2 years of experience in a related field;
2. A high level of knowledge and understanding of the enabling legislation, specifically the Financial Management Act 2004, related legislation and Fijian accounting practices; and

3. Capacity to develop and maintain an organisational culture based on ethical, professional and personal behaviours and corporate values.

### **SKILLS AND ABILITIES**

1. Ability to achieve results through effective teamwork.
2. Sound communication, interpersonal and representational skills.
3. Ability to follow instructions in order to meet set agreed timeframes;
4. Demonstrated ability to work cooperatively within a team environment and maintain confidentiality;
5. Capacity to effectively utilize computer programs and Internal Audit software to support daily operations; and
6. Service oriented approach with a commitment to supporting the operational/corporate environment of the organization.

### **PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment must be Fiji citizens, under age of 60 years, with personal character and background that demonstrates a commitment to the Public Service Values and Code of Conduct. The successful candidate will be subject to confirmation upon receipt of a clear police record.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as these criteria will be considered in assessing the relative suitability of applicants.