



## MINISTRY OF LOCAL GOVERNMENT

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### JOB DESCRIPTION: Internal Auditor - [1 Post]

#### CORPORATE INFORMATION

1. Salary Band : Band F
2. Salary range : \$22,528.74 - \$28,883.00

*\*Additional performance payments may be available for our highest performers, in accordance with the Public Service Commission guidelines.*

3. Duty Station : Suva HQ
4. Reporting Responsibilities:
  - a) Reports to : Director Local Government through Senior Accounts Officer
  - 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 Organizations.
  - c) Subordinates : Nil

#### POSITION PURPOSE

The position is responsible to assist the Senior Accounts Officer- Local Government 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**

Performance will be measured through the following indicators:

1. Timely submission of audit reports.
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.
5. Follow up with reported findings at appropriate intervals

### **PERSON SPECIFICATION**

In addition to an Undergraduate Degree in Accounting, Auditing, Commerce or equivalent [or equivalent relevant experience] the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

#### **Knowledge and Experience**

1. At least 4 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 in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

To ensure a safe working environment, only applicants that are fully vaccinated against COVID-19 will be considered.