



MINISTRY OF ECONOMY

JOB DESCRIPTION: SENIOR AUDITOR

CORPORATE INFORMATION

1. Position Level: Salary Band H
2. Salary Range: \$34,760.31 - \$44,564.50]
3. Duty Station: Ro Lalabalavu House, Suva.
4. Reporting Responsibilities:
 - a) **Reports To:** Principal Internal Auditor
 - b) **Liases with:** Ministry staff, Ministries and Departments
 - c) **Subordinates:** Audit Officer(s)

POSITION PURPOSE

The position is responsible for leading the conduct of internal audits and/or special audits or assignments for allocated Government Ministries and Departments in line with the Institute of Internal Audit Standards. Also, contribute to the supervision of subordinate staffs in carrying out their daily audit or work assignments.

Represent the Ministry of Economy for meetings with relevant authorities on Internal Audit and Special Audits.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities.

1. Assist management in the compilation of the Annual Audit Plan (AAP).
2. Contribute to the compilation of Engagement Plans and/or Terms of Reference within agreed timelines.
3. Lead the allocated team(s) in the conduct of internal audits and/or special assignments for allocated Ministries and Departments.
4. Contribute to the compilation of Draft Audit Reports and Follow-up Reports (when required) for Management review.
5. Actively contribute to the management, monitoring and assessment of staff performance to enable business continuity, and the delivery of quality outcomes aligned with individual and business objectives.
6. Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Annual Audit Plan and Engagement Plans and/or Terms of References prepared within agreed timelines.
2. Draft and submit Audit and/or Special Reports and Follow-up reports (if required) to the Principal Auditor within agreed timelines.
3. Organize Entry Meetings with auditees to discuss audit engagements; and when required Exit Meetings to finalize audit recommendations.
4. Efficient and effective Human Resource Management of staff and functions conducted in compliance with the policy and procedures manual, service standards and applicable legislation.

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 3 years' experience as audit officer conducting audit or investigations or relevant experience.
2. Practical experience in Internal Audit and be well versed with International Internal Auditing Standards.
3. Understanding of the applicable business legislation or policies/procedures (or experience which demonstrates the ability to rapidly acquire).

SKILLS AND ABILITIES

1. Ability to achieve results through effective teamwork.
2. Sound communication, interpersonal and representational skills.
3. Capacity to effectively utilize computer programs and Internal Audit Software to support daily operations.
4. Service oriented approach with a commitment to support the operational and corporate environment of the allocated Team, Division and Ministry.
5. Ability to contribute to the motivation, leadership and management of allocated team(s).

PERSONAL CHARACTER

All applicants for employment in the Ministries must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizen, under the age 55 years, in sound health, with a clear police record. The selected applicants will be required to provide a medical certificate, COVID-19 vaccination/exemption evidence and police clearance prior to taking up duty.

Advisory on Covid-19 vaccination: Please note that in order to ensure regulatory compliance with the Health and Safety at Work (General Workplace Conditions) (Amendment) Regulations 2021, it is now mandatory for all civil servants to be vaccinated as a condition of employment to protect employers, employees, customers and the general public at workplaces from Covid-19. The successful appointee should be fully vaccinated against COVID-19 unless exempted