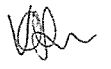
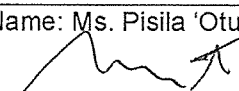


<b>Ministry:</b>	Ministry of Finance
<b>Division:</b>	Internal Audit Division
<b>Location:</b>	Royco Building, Nuku'alofa
<b>Job Title:</b>	Senior Auditor
<b>Position Number:</b>	FIN08103111100110003
<b>Reports to:</b>	Deputy CEO, IAD
<b>Band:</b>	J
<b>Salary:</b>	\$ 26,880 - \$ 40,320
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b></p> <ul style="list-style-type: none"> <li>• Improved macroeconomic management &amp; stability with deeper financial markets</li> <li>• Closer public/ private partnership for economic growth</li> <li>• More efficient, effective, affordable, honest, transparent &amp; apolitical public service focused on clear priorities</li> <li>• Appropriate decentralization of government administration with better scope for engagement with the public</li> <li>• Improved collaboration with development partners ensuring programs better aligned behind government priorities</li> <li>• More reliable, safe and affordable information and communication technology used in more innovative ways</li> <li>• Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change</li> </ul> <p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>• Ensures successful completion of assigned audit engagements, from the beginning of the engagement to the end, including preplanning and wrap up activities. Depending on the assigned engagement, report to the Principal Auditor or the Deputy CEO-IAD. Manages and directs daily activities of more junior auditors assigned to assist the Principal Auditor during an engagement. Applies risk and control concepts to scenarios encountered and identifies any potential issues. Communicates identified issues with Internal Audit senior management to ensure any potential concerns are addressed in a timely and effective manner.</li> </ul>
<b>Accountabilities / Outcomes</b>	<p><b>Planning</b></p> <ol style="list-style-type: none"> <li>1. Plan and conducts audit engagements to identify key risks and controls</li> <li>2. Obtain an analysis of information system, previous audit results and other relevant information of the audited area.</li> <li>3. Develop audit approach and methodology</li> </ol>

	<ol style="list-style-type: none"><li>4. Established the objectives, scope, logistics and schedules of the audit</li><li>5. Document the flowchart of process in operation</li><li>6. Developing the audit programs and testing procedures relevant to risk and test objectives</li><li>7. Applies the audit methodology and carried out the audit procedures to meet the specific audit engagement objectives</li><li>8. Manages all resources efficiently to ensure the engagement objectives are met</li><li>9. Demonstrates efficiency and persistence, managing own time and ensuring engagement deadlines and objectives are met</li><li>10. Select and applies the appropriate tools and techniques to data gathering, analysis and interpretation, and reporting</li><li>11. Obtains reliable, relevant and sufficient evidence and evaluates critically</li><li>12. Mentor and coach team members assigned to engagements.</li><li>13. Develop and ensures that working papers are a true reflection of all activities performed during the audit engagement</li><li>14. Presents findings and proposes recommendation to deal with root cause of issues and impact to the Ministry</li><li>15. Communicate the status of work to the Principal Auditor on a regular basis</li><li>16. Summarize audit findings and conclusions</li><li>17. Review and assess audit file</li><li>18. Prepare summary memorandums draft audit report</li><li>19. Plan for follow-up of audit recommendation</li><li>20. Follow up with management to ensure that management actions have been effectively implemented or that senior management has accepted the risk of not taking action</li><li>21. Draft Audit report on follow-up</li><li>22. Operates within the organization's frameworks for governance, risk and control</li><li>23. Creates audit engagement plans base on the risk and its impact on the organization</li><li>24. Assess accounts and division for potential for risk and identifies common types of risk associate with the internal audit engagement</li><li>25. Maintain and understanding of the processes used to mitigate risk</li><li>26. Review and update Risk Matrix</li><li>27. Identifies the risks associated with change and adapts audit activity to manage the risks</li></ol>
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	<p>28. Maintain the current knowledge of the IPPF</p> <p>29. Champions change, continuous improvement and innovation and supports others in the pursuit of these</p> <p>30. Seeks and justifies opportunities for continuous improvement</p> <p>31. Assist in coaches' others to enhance their competence and professional development</p> <p>32. Assess self-development and career needs and takes advantage of new challenges as opportunities for personal and professional growth</p> <p>33. Establishes and maintains a quality assurance and improvement program</p> <p>34. Assist supervisor to manage and support a quality assurance and improvement program.</p> <p>35. Assist supervisor in prepare agenda and minutes for audit committee meetings</p> <p>36. Perform cash counts and physical inventory counts</p> <p>37. Review the completeness and accuracy of the IAD Register of all official documents &amp; files received by the IAD</p> <p>38. Strives for quality and excellence in all working to encourages the team member to do the same</p> <p>39. Complete all PMS requirements</p> <p>40. Complete weekly progress</p> <p><b>Any other tasks delegated by the Head of Internal Audit Division or the CEO</b></p>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Establish and maintain effective working relationships with co-workers while maintaining objectivity</li> <li>• Good analytical and report writing skills</li> <li>• Strong oral and written communication skills</li> <li>• Good time management skills</li> <li>• Innovative thinking (Ability to think outside the box)</li> <li>• Exercise due professional care</li> <li>• Adheres to the organizations' key policies, practices and procedure's</li> <li>• Upholds and promotes the Code of ethics and integrity</li> </ul>
<b>Qualifications and Experience</b>	<b>Mandatory:</b>

	<ul style="list-style-type: none"> <li>• Master's Degree with no working experience</li> <li>• Postgraduate diploma with at least 1 year in a similar role, or at least 3 years relevant working experience</li> <li>• Bachelor's degree with at least 3 years in a similar role, or at least 4 years relevant working experience</li> <li>• Postgraduate diploma + 4 years in a similar role, or 10 years' relevant work experience</li> </ul> <p><b><u>Qualifications acceptable for this role must be in Accounting, Professional Accounting or Auditor from a recognised educational institution.</u></b></p>
<b>Authorised by (sign and date)</b>	
<b>Deputy CEO / HOD</b>	Name: Mrs Vasiata Afemui  Signature & Date: 26/4/22
<b>A/CEO for Finance</b>	Name: Ms. Pisila 'Otunuku  Signature & Date: 03/05/2022
<b>Employee</b>	Name: Vacant  Signature & Date:

