

Ministry:	Ministry of Finance
Division:	Internal Audit Division
Location:	Royco Building, Nuku'alofa
Job Title:	Principal Auditor
Position Number:	FIN08103111100110001
Reports to:	DCEO-IAD
Band:	I
Salary:	\$30,240-\$45,360
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> • Improved macroeconomic management & stability with deeper financial markets • Closer public/ private partnership for economic growth • More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities • Appropriate decentralization of government administration with better scope for engagement with the public • Improved collaboration with development partners ensuring programs better aligned behind government priorities • More reliable, safe and affordable information and communication technology used in more innovative ways • Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Job Purpose:</p> <ul style="list-style-type: none"> • To assist the Deputy CEO-Internal Audit Division in managing the Internal Audit function for the Ministry of Finance and National Planning. To assist in ensuring that Internal Audit function provides an independent assessment of the adequacy of the Ministry of Finance's internal control systems and controls, including the systems for appropriate identification and evaluation of risk and for ensuring compliance with all applicable law and regulation. To draw any weaknesses or shortcomings noted to the attention of management. • To assist the Deputy CEO-Internal Audit Division in directing and leading the planning and conducting of technical, operational, financial and compliance audits at the Ministry of Finance with selected policies, procedures and regulations to evaluate and increase efficiency and/or effectiveness of the internal audit control systems to promote good corporate governance towards achieving the Ministry of Finance's mission and vision
Accountabilities / Outcomes	<ol style="list-style-type: none"> 1. Develop audit approach and methodology 2. Plan the audit assignments and special audit assignments to be carried out by auditors include plan, execution and report.

3. Assist the Deputy CEO in developing the Division's strategy based on risk assessment
4. Plan appropriate time for follow up audit issues and implementation of internal audit recommendations.
5. Assist the Deputy CEO in developing the ministry's risk management framework and monitor the risk maturity and ensure that it is reflected in the strategy
6. To conduct investigations, prepare and present reports on all aspects of audit work.
7. To undertake courses of training as appropriate.
8. Conduct in-house training of other audit staff where appropriate
9. Develop audit programmed for each audit area identified in the Audit Annual Plan
10. Complete and well documented working paper.
11. Exemplifies and monitors due professional care of the internal audit team
12. Prepare agenda and minutes for audit committee meetings.
13. Assist Deputy CEO in educates senior management and board on best practices in governance, risk and control
14. To maintain an up-to-date knowledge of new technology and current developments and assess the impact on the audit environment.
15. To review auditor's work and ensuring that they have completed the work as planned in compliance with the appropriate standards and in a professional manner.
16. Acts as a role model by exemplifying high performance for team members
17. Delegates tasks in a constructive and supportive fashion
18. Discusses audit findings and their impacts professionally and confidently with appropriate levels of the organization.
19. To perform ad hoc investigations and reviews at the request of Audit Committee, Minister and CEO
20. Keep abreast of legislative issues, new audit regulations/trends and appropriate audit discretion/methodology. Discuss updates of new regulations Deputy CEO-IAD and with management of other divisions when appropriate
21. Evaluates the appropriateness of the organization's frameworks for governance, risk and control
22. Promote the highest standards of ethics and standards across the Ministry of Finance based on the principles of integrity, objectivity, competence and confidentiality.
23. Monitors staff performance and workload and provides constructive and timely feedback to help others achieve their goals.
24. Coaches others to enhance their competence and professional development

	<p>25. Assist Deputy CEO-IAD in raising the awareness of sound financial management and corporate governance within MoFNP and government ministries</p> <p>26. Effectively discuss with Deputy CEO-IAD issues and feedback on audit assignment activities.</p> <p>27. Maintain objectivity in appearance and fact</p> <p>28. Prepare a report on the performance of the Division for the approval of Deputy CEO-IAD (budgets vs actual).</p> <p>29. Prepare report on the planned risky areas audited.</p> <p>30. Prepare report on the Ad Hoc Audit</p> <p>31. Follow-up implementation of Audit recommendations by the ministry</p> <p>32. Prepare report on Follow-up</p> <p>33. Implement proper and complete filing system.</p> <p>34. Weekly assess staff progress report</p> <p>35. Prepare quarterly report for the approval of Deputy CEO on the key performance indicators of all divisions of the ministry.</p> <p>36. Adheres to the requirements of the IPPF when planning and conducting an internal audit engagement.</p> <p>37. Maintains current knowledge of IPPF</p> <p>38. Adopts a risk-based approach in accordance with the IPPF for annual audit plan, makes adjustments when needed.</p> <p>39. Manages and supports a quality assurance and improvement program</p> <p>40. Supervises the execution of audit engagements to ensure that objectives are met and quality is assured</p> <p>41. Develops, implements and monitors project plans to ensure delivery in accordance with agreed timelines.</p> <p>42. Complete all PMS requirements</p> <p>43. Review job descriptions for auditors</p> <p>44. Assist Deputy CEO-IAD in providing advice on proposed developments such as major new systems and proposed initiatives to help ensure risks are properly identified and evaluated and appropriate controls build in.</p> <p>To conduct any reviews or tasks as requested by the Deputy CEO, CEO, Minister or the Audit Committee</p>
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Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Excellent report writing skills • Good time management skills • Computer literate with Microsoft Office (Word, Excel, Access, Power Point etc). Accounting applications etc. • Good public relation and networking skills.

	<ul style="list-style-type: none"> • Ability to flourish in a fast-paced, complex environment and willing to adapt to change. • Extensive experience with Government financial systems • Ability to lead a small team and ensure successful results. • Good communication skills. Fluent in both Tongan and English languages (written and spoken). • Practical approach to matters using common sense, personal integrity, diligence, work with others. • Creative thinking (“thinking outside the box”).
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> ✚ Master’s degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience ✚ Postgraduate Diploma with at least 3 years’ experience in a similar role OR at least 5 years relevant working experience ✚ Bachelor’s degree with at least 5 years’ experience in a similar role OR at least 8 years relevant working experience <p><u>Qualification acceptable for this role must be in Business, Commerce or Procurement from a recognised educational institution</u></p> <p>Desirable:</p>
Authorised by (sign and date)	
DCEO for IAD	Name: Mrs. Vasiata Afemui Signature & Date:
A/CEO for Finance	Name: Ms Pisila ‘Otunuku Signature & Date:
Employee	Name: Vacant Signature & Date: