

Government of Tuvalu – Job Description



Position Title:	Senior Internal Auditor	
Band and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	MFED	Internal Audit Unit
Location:	Funafuti	
Reports to:	Head of Internal Audit	

JOB PURPOSE:

The Senior Internal Auditor (SIA) is responsible for performing, planning and execution of the IAU assurance and audit activities as per the Internal Audit Work Plan.

In addition, SIA will also examine and evaluate the adequacy and effectiveness of the system of internal controls, and approved policies and procedures. The Senior Internal Auditor will regularly interact with mid-to-senior level management to discuss issues and recommend improved governance, internal control, risk management and business practices.

KEY RESPONSIBILITIES:

1. Plan and oversee risk-based audits.
2. Supervise and mentor internal audit staff.
3. Provide timely advice to management on governance, risk management and internal controls.
4. Assist with fraud investigations
5. Participate in Ministry of Finance and Economic Development activities while maintaining appropriate independence.
6. Perform other relevant duties as assigned by Head of Internal Audit

MAIN DUTIES AND OUTCOMES:

- 1 Audit Planning and Execution
 - 1.1 Obtain background knowledge and information needed to understand the audit entity
 - 1.2 Identify the audit objective, criteria, scope, timeframe and methodology in gathering evidence.
 - 1.3 Prepare and overall audit plan and programme.
 - 1.4 Estimate cost of the audit, key timeframes and milestones.
 - 1.5 Obtains and reviews evidence ensuring audit conclusions are well supported.
 - 1.6 Report audit findings and any deficiencies to the Head Internal Audit.

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1.7 Lead or facilitate meetings to discuss audit findings and consulting audit services with audit entity.

1.8 Prepare draft and final internal audit reports.

2 Supervise and mentor junior staffs

2.1 Allocate responsibilities to internal audit staff and provide guidance and appropriate supervision.

2.2 Provide in house training for capacity building.

2.3 Other relevant duties assigned by the Head of Internal Audit

MANDATORY REQUIREMENTS:

Bachelor Degree in Accounting and or a Financial/Risk management field and at least 3 years' experience in Internal Audit, other audit, Accounting or Financial/Risk environment or relevant public sector experience.

Or

Diploma in Accounting and or a Financial/Risk management field, and more than 5 years' experience in internal audit, other audit, accounting or Financial/risk environment, or relevant public-sector experience.

DESIRABLE REQUIREMENTS:

Demonstrated extensive knowledge and expertise in auditing or related disciplines at a senior level in a large public or private sector organisation

Superior negotiation, communication and interpersonal skills

Ability to manage and contribute to teams

Experience in conducting training and development

Ability to liaise with a range of stakeholders, and build strong networks

Ability to make sound judgement, anticipate organisational risks and opportunities.

Ability to use and understand IT systems and processes including Microsoft office apps, accounting and finance software, operational applications.

Sound understanding of Public Financial management operations, systems and processes.

Experience working with development partners and advisers.

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

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It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.