

POSITION DESCRIPTION

REF 1098: TEAM LEADER INTERNAL AUDIT (NATIONAL OFFICE)

Salary Scale	Band 5 (\$33,320.00 - \$41,650.00) per annum	Position Type	Established [3 years]
Structure:	Department:	Executive Office	
	Sub – Section	Internal Audit	
Reports to:	Manager Internal Audit		
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and also setting up water supply systems in rural areas.

Position Objective

The Team Leader Internal Audit is responsible for ensuring that the Audit Plan and Scope of Investigations are carried out in accordance with Generally Accepted Principles of Auditing and Generally Accepted Investigations Standards. The incumbent is also responsible for providing technical advice on operational, regulatory and compliance related audits/reviews for WAF. This role reports to the Chief Executive Officer.

Key Accountabilities

1. Effective Leadership of the internal audit function

- Effective leadership and management of the following internal audit deliverables and alignment with WAF's strategic goals ensured:
 - Planning of regulatory, compliance or operational reviews/audits
 - Timeframe and the scope of audits and investigations including man power and logistics
 - Ensuring the relevance and successful implementation of the Annual Audit Work Plan
 - Alignment of Audit Plan and Audit reporting/documentation and procedures with Generally Accepted Accounting Principles (GAAP), International Professional Practices Framework (IPPF) Fiji Accounting Standards and Generally Accepted Investigations Standards
 - Developing/refining audit procedures to strengthen internal controls
 - Internal audit investigation
 - Internal Audit budget
 - Risk assessments and identification of as well as advice on how to implement relevant controls to mitigate identified risks

- Internal audit staff recruitment, professional development of staff, formulation of relevant performance measures and carrying out of timely appraisals
 - Internal control gaps and opportunities for improvement identified and successfully addressed
 - Risk matrix for WAF developed, reviewed and reported in a timely manner
 - Quality and timely audit reports for executive management and WAF Board of Directors delivered
 - Quality and timely advice on internal control, risk and governance environment provided
 - Timely and relevant training as well as technical support to management and employees regarding risk management strategies and internal audit programs delivered
 - Internal audit standards and practices within WAF established and continuously strengthened
 - Relevant and robust policies, procedures and control assessments in response to identified risks established and continuously strengthened
 - Full compliance with WAF internal audit policies ensured
 - Timely and relevant on the job training/coaching/mentoring and performance improvement discussions provided for internal audit staff
 - Disciplinary procedures for poor work performances delivered
2. Professional internal audit advice and support
- Short term and long-term internal controls approaches researched and necessary, relevant advice provided
 - Timely and relevant advice, expertise and support provided to all divisions with respect to risk management and compliance and other emerging issues
 - Divisions enabled to identify risk and successfully implement programs to manage unacceptable risk
 - Internal Audit advice provided throughout all divisions on internal controls, standards and practices
 - Awareness, advice and support programs and initiatives for internal stakeholders in the Internal Audit approach, standards and practices developed and implemented
3. Timely, relevant and compliant reporting
- All internal and external (if any) reporting requirements in regard to WAF's internal audit function fully understood and correctly executed
 - Robust and relevant periodic reports prepared and submitted as and when requested including:
 - Audit reports and fortnightly reports to the Management Audit Committee and monthly to the Board of Directors
 - Audit Committee and Chief Executive Officer provided with useful information combined with analysis and interpretation, for the purpose of decision making
 - Ad-hoc information or presentation requests by superiors addressed in a timely manner
4. Culture of compliance within Water Authority of Fiji supported

- Development and leadership of an internal control culture within WAF
- All relevant legislative and compliance issues are considered, assessed and communicated to key internal stakeholders
- Independent assessment of the Internal Audit function periodically organised

5. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by the Audit Committee or Chief Executive Officer effectively and efficiently addressed

6. Organisational Values promoted and demonstrated at all times

- Support of the environment aligning deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- The Applicant must possess a Bachelor's Degree in Accounting, Forensic Accounting from a recognise institution with at least three (3) years of experience at management level and similar role. Postgraduate Certificate/ Diploma in Forensic Accounting will be an added advantage.

EXPERIENCE, SKILLS, & ABILITIES

- Minimum of five years of experience at management level and similar role.
- Professional Membership of Fiji Institute of Accountants / Institute of Internal Auditors)
- Good working knowledge of auditing/fraud policies/preventative fraud measures
- Proven track record in audit analysis and compiling reports in accordance with IPPF is essential
- Demonstrated analytical and problem-solving skills with an ability to think strategically and holistically
- Proven ability to manage a team of Internal Auditors and assistant investigators
- Strategic planning, complex problem resolution and general management expertise
- Outstanding communication and presentation skills
- Ability to design and drive change
- Experience in investigating and exposure to work with other Prosecuting Officers and legal counsel

- Experience in formulating and implementing operational policies and guidelines

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked “Confidential REF: 1098 – Team Leader Internal Audit (National Office)” and should be received no later than **5pm on the 27th January, 2023** and could be:

Mailed to:

The Manager Human Resources
Water Authority of Fiji

or

Hand delivered to:

Human Resources Unit
Level 3, Manohan Building

or

Emailed to:

hr_recruit@waf.com.fj