

POSITION DESCRIPTION

Internal Auditor & Head of Risk & Compliance

Salary Scale	An attractive remuneration	Position Type	Established
Structure:	Department:	Audit & Executive Support	
	Sub – Section	Internal Audit, Risk, Compliance & Investigation	
Reports to:	Chief Executive Officer		
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a commercial statutory authority 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 157,000 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 Internal Auditor & Head of Risk & Compliance is responsible for providing independent assurance on the quality and effectiveness of WAF's adherence to all the operational and financial policies and procedures. This assurance is provided through monitoring and enhancing WAF's compliance with established policies and procedures and external requirements/standards. And through conducting investigations into frauds/complaints, & through special audits as requested by the Board and CEO. These investigations help detect systemic and process lapses, and suggest process improvements.

The role promotes a systematic and planned approach to controlling risk and monitoring the status of its risk management effectiveness, by bringing disciplined approach to risk management, by ensuring WAF's Risk Management Framework underpins all risk management decisions; along with regular reporting of all Out of Risk Appetite incidents to the Board.

Monitors and reports on all Internal Audit and risk management issues to the Board, relevant Board Subcommittee and Chief Executive Officer.

Key Accountabilities

- Preparation and execution of annual audit and compliance plan (financial and operational)
- Ensuring internal audit policies and procedures keep abreast with the Authority's growth and internal controls are maintained at all times.
- Supporting the Board, relevant Board Subcommittee and Executive Management in the execution of internal audit and investigation activities to ensure effective and efficient system of internal controls and risk management
- Maintaining a single up to date 'Audit Issues Register' for all actions required as a result of weaknesses identified in the internal and external audit reports. Agree with each individual the exact action that needs to be taken and monitor progress until the matter is fully resolved
- Overall responsibility for monitoring compliance against the requirements of Authority's SOP and policies and ensure reviews are conducted accordingly aligning to business requirements.
- In partnership with the Chief Legal and Procurement Officer ensure that all actions of the Authority and its Contractors and other agents are at all times within the law;
- Ensuring compliance with the company's Internal Policies/Procedures and Reporting.
- Full compliance with the adopted risk management framework within the area of responsibilities.

- Monitoring and ensuring implementation of Enterprise and Operational Risk Management framework and regular reporting to the Board as per the Risk Management Framework
- Updating the Authority's risk register on a regular basis, as per the Risk Management Framework
- Embedding a positive culture of confident and informed risk-taking through training, communication and promotion of the agreed risk framework
- Providing appropriate timely reports and advice to the AR&F Board Subcommittee, Board and Executive Management
- Providing information and advice on internal process to reduce fraud and risk
- Encouraging adoption of best practices in the areas related to internal audit management
- Maintaining awareness of trends and developments in audit risk management that may be significant to the Company.
- Generating innovative ideas, solutions and opportunities for process improvements and managing change
- Management of Audit, Risk, Compliance and Investigation team and assigned resources
- Lead the team of investigators, coordinating investigations, utilising subject matter experts to provide risk-based outcome. Ensuring appropriate documentary/oral evidence is produced for all cases investigated.
- Managing the Whistle Blower Policy including referrals from the Office of the CEO, Board and members of the public regarding any complaint. Collating and documenting all complaints, referrals to be investigated.
- Prepare reports, briefs and correspondence, relating to investigations and assessments, which provide recommendations, accurate information and advice to Chief Executive Officer.
- Undertaking all other duties that may be assigned by relevant Board Subcommittees, Board and CEO.

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- The Applicant must possess a Degree in Commerce or Finance or Business or Accounting with at least five (5) years' experience in a similar senior level role.
- Professional Membership of the Institute of Internal Auditors or equivalent International Professional Body.

EXPERIENCE, SKILLS, & ABILITIES

- Extensive knowledge and experience of Internal Audit, Risks and Compliance
- Demonstrate proficiency in forensic and investigative audit, with knowledge of fraud investigations and related internal controls.
- Sound understanding of audit and investigations techniques and methods used to examine, verify and analyze business and financial operations, information, records, statements and reports
- Leadership skills, including the ability to manage risk, compliance and outcomes focused mindset
- Problem-solving and decision-making skills, with the ability to analyze complex information to identify key issue/action and drive resolution
- Excellent written and oral communication, interpersonal and presentation skills
- Reliability, honesty, integrity and professionalism;
- Strong and proven business analytical skills
- Knowledge of regulatory environment and key regulatory regimes
- Outstanding organisation skills with attention to detail
- Experience in formulating and implementing operational policies and guidelines.