



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

<b>POSITION TITLE:</b>	<b>AUDIT MANAGER</b>
<b>MINISTRY:</b>	Finance and Treasury (MoFT)
<b>DIVISION: INTERNAL AUDIT</b>	<b>DUTY STATION: MoFT HQ</b>
<b>POSITION NUMBER: 273-10066</b>	<b>MINISTRY VACANCY NUMBER:</b>
<b>POSITION LEVEL: L10/11</b>	<b>SALARY RANGE: \$67,578.21 - \$81,348.88</b>
<b>THIS POSITION REPORTS TO:</b>	Director – Internal Audit
<b>POSITIONS SUPERVISED:</b>	Principal, senior and Internal Auditors

### SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on monetary, budget and prudent fiscal policy; provide essential services in statistics, economic management, governance, financial reporting, revenue collection, border protection and ICT services across the public sector.

The Internal Audit Division (IAD) supports the Ministry to improve governance across SIG through the provision of internal auditing functions and services; as mandated under Public Financial Management (IA) Regulation, 2016. The IAD also conducts special investigations for other Solomon Islands Government entities as directed by the Minister in consultation with the Permanent Secretary.

This Audit Manager position supports the Director Internal Audit by providing direction, leadership and management of the audit functions and activities. This role assists with the coordination of internal audits, development of new audit methodologies and implementing the Teammate software. The Audit Manager leads a team of professional audit staff and provides a role model for internal audit professionals.

The position is also expected to provide high level advice to the Permanent Secretaries and managers, and assists with formulating and implementing the Risk-Based strategic Audit Plan and Risk-based Annual Work Plan for IAD.

## **SECTION C - KEY DUTIES**

**This position will have direct responsibility on the following duties:**

1. Manage the audit team to perform and control the full audit cycle ensuring compliance with SIG legislation, directives, policies and regulations;
2. Provide efficient and timely advice on internal audit activities and outcomes so the Director can update relevant PS's and managers;
3. Conduct special investigations/ special reviews as and when the need arises;
4. Provide leadership and manage the development of audit methodologies, utilising agreed investigation management software or Teammate Audit Software and ensure the implementation of PFM (IA) Regulation 2016;
5. Complete all Human Resource Management activities for all relevant audit team members;
6. Represent the Internal Audit Office in meetings with internal and external stakeholders as required;
7. Participate in the development, monitoring and reporting of the Divisions strategic, annual planning and reporting activities ;
8. Undertake any other duties as reasonably required or directed by the responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

**The incumbent of this position will have their performance assessed according to following key deliverables:**

1. Quality and quantity of audit outcomes, completing audit cycles and compliance with SIG legislation, directives, policies and regulations;
2. Quantity and quality of advice provided to update Managers and Permanent Secretaries;
3. Quantity and quality of special investigation/ special reviews completed;
4. Team members developing and implementing audit methodologies using agreed audit/ investigation management software or Teammate Audit Software in accordance with PFM (IA) Regulation [2016];
5. Recruitment and selection, positions filled, leave and training plans completed, and annual performance appraisals (PMP) up to date for all relevant staff;
6. Quantity and quality of stakeholder engagement, consultation and meetings attended;



7. Productive participation in Internal Audit Office strategic, annual and audit planning activities including monitoring and reporting;
8. Other duties allocated completed efficiently and 100% Attendance and compliance with Code of Conduct.

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications and or Experience**

Bachelor Degree in Law, Commerce, Economics, Accounting, Finance or Public Policy and or five (5) years relevant auditing experience

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### **Desirable Qualifications**

- Training in Business Administration, Leadership and management;
- A member of the IIA SI Chapter of the Institute of Internal Auditors, Australia will be an advantage.

### **Capabilities Required**

- Ability to work with a high standard of integrity, ethics and confidentiality
- Ability to utilize financial management and audit software
- Demonstrated ability to lead and manage a team
- Ability to analyse and solve problems.

## **SECTION F - KEY SELECTION CRITERIA**

*Suitability for this position will be assessed against the following key criteria:*

- KSC1** Knowledge of audit standards, practices, risk management and audit methodologies and the machinery of Government;
- KSC2** Demonstrated ability to communicate, negotiate and provide advice to executive management, committees and staff;
- KSC3** Demonstrated ability to work as an effective team member and manage a team of professional qualified staff;
- KSC4** Ability to work under pressure, meeting tight deadlines, and changing priorities;
- KSC5** Proficient in MS Office applications for reporting on audit findings and recommendations;
- KSC6** Outstanding work attendance and strong commitment to upholding Public Service Values and Code of Conduct

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 2, 599.16 - \$3,128.80 Annual Salary: \$67,578.21 - \$81,348.88

Annual Leave entitlement: 28 Days

### Other Conditions of Service relevant to this position:

- A housing allowance or access to the Public Service Rental Scheme
- Other standard leave entitlements outlined in the General Orders for SIG Public Servants.

## SECTION H - APPROVAL *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

.....  
Permanent Secretary/Responsible Officer

23/06/22  
.....  
Date Approved

*Additional Comments:*

Approved