



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE:	Principal Internal Auditor (Special Investigations)
MINISTRY:	Ministry of Finance and Treasury
DIVISION: Internal Audit	DUTY STATION: Honiara
POSITION NUMBER: 273 - 10109	MINISTRY VACANCY NUMBER:
POSITION LEVEL: L8/9	SALARY RANGE: \$54,414.22 - \$67,273.70

THIS POSITION REPORTS TO: **Director Internal Audit & Deputy Director Internal Audit**

POSITION SUPERVISED: **Nil**

SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury (MoFT) 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 of Finance and Treasury to improve governance across SIG through the provision of internal auditing functions and services; as mandated under the Public Finance Management (IA) Regulation, 2016. The IAD also conducts investigations for other Solomon Islands Government entities when directed by the Permanent Secretary.

The Principal Auditor Special Investigations is a senior member of the Internal Audit Office Team. The position is responsible for leading and undertaking investigations into allegations of corrupt, criminal and seriously improper conduct against SIG personnel.

The position is also responsible for assisting the Director Internal Audit to liaise and support the professional relationship between the Leadership Code Commission, the Ministry of Public Service Professional Standards Division, the RSIPF, the Office of the Ombudsman, and the Office of the Auditor General.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Work together with Internal Audit team members applying Public Financial Management (IA) Regulation, 2016 to complete full impartial and comprehensive investigations and audits. This includes reported allegations of misconduct and improper behaviour.
2. Utilize IAD audit methodologies, Teammate Audit Software and other specialist staff resources to complete investigations and audits.
3. Provide technical and operational advice and support with current and planned investigations to the Investigation Team, Director & Deputy Director Internal Audit and Permanent Secretary as and when required.
4. Take a proactive approach to the improvement of compliance, accountability and performance management activities across the Public Sector; particularly the identification of client improvement opportunities.
5. Participate in the development, monitoring and reporting of the Divisions strategic, annual planning and reporting activities.
6. 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. Quantity and quality of investigations and audits completed including recommendations for changes to processes and procedures where appropriate.
2. Efficient utilisation of IAD audit methodologies, Teammate Audit Software and other specialist staff resources.
3. Quantity and quality of technical and operational advice and support provided to the IA team members, IA Deputy Director, Director and Permanent Secretary.
4. Quantity and quality of suggested improvements to compliance, accountability and performance management across the Public Sector.
5. Quantity and quality of participation in strategic, annual and operational work planning activities.
6. Other duties as reasonably required by the Director Internal Audit are completed efficiently, effectively and professionally.
7. 100% attendance and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications and or Experience

- Tertiary Qualifications in Accounting, Finance Management, Business Commerce, Law or a minimum of two (2) years investigations and auditing experience

Desirable Qualifications

- Degree in Finance or Business Management
- Training in Business Administration, Leadership or Management

Capabilities Required

- Ability to work with a very high standard of integrity, ethics and confidentiality
- Ability to conduct thorough Investigations including identifying avenues of inquiry and leading, training and mentoring subordinate officers
- Ability to work under pressure and to meet set deadlines

SECTION F - KEY SELECTION CRITERIA

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

- KSC 1** Demonstrated ability to work within an audit review and investigation team, applying investigation standards, methodologies and risk management practices.
- KSC 2** Previous experience compiling and presenting considered and factually accurate investigation and audit reports.
- KSC 3** Demonstrated ability to work under pressure, meeting tight deadlines and changing priorities.
- KSC 4** Previous experience providing technical advice on internal controls and investigation matters to management and other stakeholders.
- KSC 5** Excellent communication skills and the ability to engage efficiently with staff and other stakeholders.
- KSC 6** A current outstanding work attendance record and strong commitment to upholding Public Service Values and Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$2,092.85 - \$2,587.45

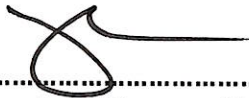
Annual Salary: \$54,414.22 - \$67,273.70

Annual Leave entitlement: As per Public Service Policy

- A Housing Allowance or access to the Public Service Rental Scheme
- B 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:



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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments:

