



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Office of the Auditor General

**DIVISION/SECTION:** Office of the Auditor General

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 271-00002

**VACANCY REF:** OAG 14/2024

**POSITION TITLE:** Deputy Auditor General

**POSITION LEVEL:** SS3

**SALARY RANGE:** Contract

**THIS POSITION REPORTS TO:** Auditor General

#### THIS POSITION SUPERVISES:

- Assistant Auditor General Financial Audit Branch
- Assistant Auditor General Performance Audit Branch
- Audit Director Provincial Government Branch
- Human Resources Manager
- Financial Controller

### SECTION B - SCOPE OF DUTIES

The Office of the Auditor General (the Office) is mandated to facilitate the provision of auditing and reporting annually of all public accounts of Solomon Islands, of all Ministries, offices, courts and authorities of the Government, government of Honiara City and of all provincial governments. The Office supports and recognises gender equality, equity, and social inclusiveness practices across all office programs and functions.

The role supports the Auditor General in all executive services with a focus on operational effectiveness, performance management, strategic planning and development, policy formulation, the development and monitoring of systems and procedures to promote and improve the efficiency of the Office and the professional development of staff. Ensures coordination of all services within the Office. Ensures the provision of auditing services are to international standard and in accordance with statutory requirements of the Constitution, Public Finance Management Act 2013, Public Finance and Audit Act 1997, and other relevant legislation.

This role will act for the Auditor General in his absence.

## **SECTION C - KEY DUTIES**

### **Represent the Auditor General in his absence**

- During absences of the Auditor General, carry out all statutory duties required of him under the Constitution and Public Finance and Audit Act [Cap 120].

### **2. Provide executive leadership and direction**

- Support the Auditor General in providing leadership and direction for the Office
- Support the Auditor General in the strategic planning, policy development, and the development and implementation of systems and procedures.
- Support the Auditor General in liaising with international peer bodies and representing Solomon Islands at international fora.
- Be responsible for the planning, monitoring, reporting and review processes as required including the Corporate Plan, Strategic Audit Plan, Annual Work Plan, Capacity Development Plan, Procurement Plans, Budget formulation and management, Public Accounts Committee support, Executive Management Team meetings, Sub committees and Audit Division performance.
- Ensure resource allocation for service delivery, including the management of financial, human, material and logistical resources

### **3. Provide audit services**

- Ensure the Audit Divisions provide recommended audit reports and audit opinions in compliance with the statutory obligations of the Auditor General, and with the Strategic Audit Plan and Annual Work Plan.
- Ensure all audit procedures undertaken by Audit Divisions, including by contracted Audit Services Firms, have been properly reviewed by Audit Division management and comply with International Auditing Standards.
- Ensure that all audit recommendations provided to auditee managements are monitored and incorporated into audit planning and reporting processes for subsequent audits.
- Ensure that audit performance is delivered in line with the annual work plan and quality control policy.

### **4. Promote accountability, efficiency and effectiveness in the collection and use of public resources**

- Ensure publication and distribution of audit reports are disseminated to all stakeholders including the general public in a timely and meaningful manner.
- Ensure instances of criminality or misconduct are properly captured, documented and reported to relevant authorities as soon as legally allowed.
- Support Auditor General in all public events and enquiries as required.

## SECTION D - KEY DELIVERABLES

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

1. Delivery of annual targets, annual work plan, human resource plan and strategic plan.
2. Ensure statutory compliance of audits and office operations including reporting through to Parliament. No serious QA findings.
3. Role model and ensure staff integrity and Office professional conduct aligns with the Office Code of Conduct, Leadership Code Commission and Public Service requirements.
4. Oversee all financial, performance and special audits from planning through to final reporting; address all backlogged audits as a priority.
5. Oversight effective and compliant project implementation.
6. Work and coordinate closely with all consultants, twinning partner, regional organisations like PASAI and development partners to support Auditor general and delivery of strategic plan.
7. Support Auditor General in delivery of SAI Independence and SAI PMF gap closure.
8. Mentor, coach, and develop successors for DAG and AAG roles.
9. Assist Auditor General with any strategic priorities and audit activities.
10. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

## SECTION E – QUALIFICATIONS AND CAPABILITIES

### Mandatory Qualifications

A Bachelor's degree in accounting or an equivalent degree that majors in accounting from a recognised university, or another qualification accepted and agreed by the Selection Panel. Must have a CPA or a member of a recognized professional accountancy body.

### Desirable

- Have Professional qualification, which is recognized as adequate criteria for membership of the Institute of Solomon Islands or other tertiary or postgraduate qualification relevant to the functions of the position
- Must have at least ten years' experience in auditing particularly at a senior audit management level;

### Audit Competencies

- Extensive knowledge in auditing financial reporting or accounting
- Well-developed knowledge of accounting and auditing standards and methodologies with some application to the conduct of audits in a computerized environment;
- Experience in capacity building programs in auditing
- Proficient IT skills including Word, excel and PowerPoint

- Well-developed management skills with demonstrated ability to achieve outcomes within demanding timeframes and budget parameters;
- Excellent communication skills including report writing and public speaking; and
- Demonstrated high standards of personal integrity, independence and professionalism.

**SECTION F-KEY SELECTION CRITERIA**

Suitability for this position will be assessed against the following criteria, mandatory requirements, and audit competencies outlined above.


- KSC 1: Demonstrated experience auditing financial statements prepared under IFRS, IPSAS Cash Basis and undertaking performance audits.
- KSC 2: Strong knowledge of governance frameworks and accountability structures in the public sector.
- KSC 3: Proficient IT skills including familiarity with audit management software and tools
- KSC 5: Demonstrated experience in effective audits and high standard of audit quality control
- KSC 6: Experience in leading and managing audits preferably in the public sector including operational management
- KSC 7: Demonstrated advanced communications skills including report writing and public speaking
- KSC 8: Familiarity with private or public sector procedures and processes and demonstrated ability to work with a range of agencies at international, national, provincial and local level.

**SECTION G - TERMS AND CONDITIONS**

a)	<b>Current Level:</b>	<b>SS3</b>
b)	<b>Fortnightly Salary:</b>	<b>Contract</b>
c)	<b>Annual Salary:</b>	<b>Contract</b>
d)	<b>Annual Leave Entitlement</b>	<b>Contract</b>
e)	<b>Housing Allowance</b>	<b>Contract</b>
f)	Other conditions of service as stipulated in the Contract Agreement of Service on appointment.	

**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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**Auditor General**

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**Date Approved**

*Additional Comments:*