



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT AND STATISTICS

ROLE | JOB DESCRIPTION: HEAD OF INTERNAL AUDIT & GOOD GOVERNANCE

CORPORATE INFORMATION

1. Position Level: Band L
2. Salary Range: \$73,047.91 - \$93,049.13
3. Duty Station: Suva
4. Reporting Responsibilities:
 - a) **Reports To:** Permanent Secretary for Finance
 - b) **Liases with:** Ministry staff, Public Service Officers, External Stakeholders
 - c) **Subordinates:** 3

POSITION PURPOSE

Leads the Internal Audit and Good Governance Division in conduct of internal audit services within government ministries and departments with the aim of recommending improvements in internal control systems and governance and the provision of surcharging authority in government.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key responsibilities:

1. Provision of sound professional and timely advice in relation to internal audit and controls, risk management and surcharge matters/activities to enable effective improvement and compliance by Ministries and Departments to financial policies, regulation and legislation;
2. Manage the efficient and effective internal audits of Government Ministries/Departments through proper report on the findings to improve day to day operations. Oversee special audits and investigations as requested by management and agencies;
3. Facilitate the institution of surcharge actions and implement surcharge decisions against officers found responsible/guilty of abuse/mismanagement of Government resources both financial mismanagement and non-financial;
4. Coordinate and manage the Ministry's responses to the Auditor General's reports on the Accounts and Finances of Government. Organize responses from Ministries and Departments to the Public Accounts Committee Report;
5. Ensure that prescribed procedures and systems comply with the Financial Management Act 2004, Finance Instructions 2010, and other related legislation and regulations;
6. Prepare presentations, speeches, ministerial statements, parliamentary responses, advertisements, press releases and speaking notes for the Permanent Secretary and/or Minister;
7. Report monthly and/or quarterly to the Permanent Secretary on internal audit outcomes;
8. Represent the Permanent Secretary in Government Committees and Boards at national, regional and international levels;
9. Ensure the proper management of financial resources, oversee the recruitment of qualified and competent staff, promote staff development through training and guide and motivate staff to ensure maximum productivity; and

10. Any other duties assigned by the Permanent Secretary

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective management of the Annual Audit Plan and Audit Engagement Plans and Reports.
2. Effective and efficient management and execution of planned work outputs of the 4 units, that is, internal audit, special investigations, research and development, and surcharges.
3. All agreed activities in the Strategic Plan are completed and delivered as outlined in the work schedule.
4. Effectively and efficiently manage the administrative, operational and human capital aspects of the division.

PERSON SPECIFICATION –

Master Degree (or equivalent) in Accounting or Finance or similar from a recognized institution (or equivalent relevant experience) and hold sufficient Knowledge, Experience, Skills and Abilities required to successfully undertake this role

Knowledge and Experience

1. At least 6 years' experience managing internal audit responsibilities in a large scale organization.
2. Possess sound knowledge of Fiji's economy and the various economic, fiscal and social policies of Government as well as the associated development challenges and opportunities.
3. Possess sound knowledge of Government financial processes and procedures, procurement regulations and law.
4. High level experience dealing with internal audit matters, conducting negotiations/consultations with senior staff in Government and Non-Government agencies.

Skills and Abilities

1. Ability to give comprehensive advice on financial policy, auditing and financial reporting standards and effective controls relating to finance matters to the Permanent Secretary.
2. Ability to formulate and administer policies and initiatives to ensure the successful delivery of Ministry outcomes.
3. Ability to exercise effective judgment, sensitivity and creativity to changing needs and situations.
4. Ability to work under pressure and beyond normal work hours, multi-task and respond quickly to the Permanent Secretary and/or Minister when required.
5. Ability to manage and lead staff effectively.
6. Excellent written and verbal communication skills with high proficiency in technology use.
7. An attractive remuneration package will be offered to the successful applicant.

Personal Character

All applications for employment in the Ministry must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fiji Constitution. Applicants must also be a Fijian Citizen, preferably under the age of 60, in sound health, with a

clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Finance is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only specific Knowledge, Experience, Skills and Abilities on the job will be considered in assessing the relative suitability of applicants