

<b>Incumbent Name:</b>		<b>Emp No:</b>	
<b>Job Title:</b>	Assistant Internal Auditor	<b>Position Type:</b>	Fulltime
<b>Department:</b>	Internal Audit	<b>Salary scale:</b>	Band 4
<b>Location:</b>	Suva	<b>Region</b>	Central & Eastern
<b>Directly Reporting To:</b>	Internal Auditor	<b># of Reports:</b>	Quarterly

### Organisation Summary

The Fijian Competition & Consumer Commission (“FCCC”) is an independent statutory body established under Section 7 of the FCCC Act 2010 that promotes effective competition and informed markets, encourages fair trading, protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

### Purpose of the Role

The Assistant Internal Auditor is responsible for executing internal audits for all departments of FCCC and examines the FCCC’s compliance with policies, procedures, rules and regulations set under all relevant laws and present audit findings and recommendation to provide strategic direction to FCCC.

### Nature & Scope

The Assistant Internal Auditor reports to the Internal Auditor and conducts audit according to the Annual Work Program and Audit Strategic Plan.

### Key Result Areas (KRA’s)

- Timely execution of audit according to Audit Strategic Plan.
- Less Review and Rework.
- Quality Audit Report.

### Key Accountabilities

The Assistant Internal Auditor is accountable for professional and administrative work required to assist the Internal Auditor achieve its stated objectives in the FCCC Strategic Plan 2018-2023. The Assistant Internal auditor will be required to perform professional-level internal audit work to ensure compliance with FCCC’s governance framework, policies and procedures or sound public sector practices as benchmarks. The Internal auditor must;

- (i) Engage in tasks and duties that minimize risk exposures, add value and improve FCCC’s operations and ad-hoc work beyond the normal course of duties as and when assigned;
- (ii) Conduct rigorous audit testing as per the audit strategic plan.
- (iii) Compile and submit the draft audit report to the Internal Auditor for review;
- (iv) Conduct follow up audits and ensure that corrective actions are implemented to improve processes.

### Key Performance Indicators (KPI's)

- Assist in preparation of Audit Strategic Plan
- Conduct timely audit in accordance with the Audit Strategic Plan
- Less audit reviews and rework
- Quality Audit Report
- Ensure that the audit issues are followed up and corrective actions are implemented

### Qualification

- Bachelor of Commerce degree – majoring in Accounting and Financial Management.
- Have a critical mind to challenge status quo and exceptional report writing skills.
- Membership of a reputable professional organization for Accountants or Auditors would be advantageous.

### Knowledge and Experience

- A minimum of one (1) year auditing experience.
- Knowledgeable in government financial regulations and policies.

### Skills and Abilities

- Good communication, problem solving and analytical skills;
- Ability to write clear, concise, robust and balanced research reports
- Be able to work to deadlines, be highly organised and have the ability to work under pressure
- Ability to track for information from sources relating to a particular activity
- Ability to stand his/her ground when seeking information
- Willing to travel to other locations.

### Risk and Compliance

- Timely completion of audit conduct.
- Timely submission of audit reports.

### Key Challengers / Success Factors

- Ability to track for information from sources relating to a particular activity;
- Ability to stand his/her ground when seeking information;
- Ability to look for deficiencies in processes that may not be obvious;
- Good communication and analytical skills; and
- Ability to write clear, concise, robust and balanced audit reports.

**Internal / External Relationships**

- Internal:
  - FCCC Board Audit and Finance Sub-committee and Internal Auditor
  - CEO, DCEO, All Managers including Regional Managers and Coordinator Operations
  - All staffs
  
- External:
  - Accountancy Charters
  - Ministry(ies) as required.

**Provisions**

The Job Description and Key Result Area's in this contract is with a view that upon review at any time within the contractual period engaged with FCCC, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, immediate Supervisor, CEO or CEO's designate and Human Resources.

**APPROVAL and ENDORSEMENT**

<b>Name of Job Holder</b>	<b>Date:</b>	<b>Signature:</b>
<b>Name of Section Head</b>	<b>Date:</b>	<b>Signature:</b>

*Note: This job description may be reviewed annually and updated as often as necessary*