

JOB DESCRIPTION

Job title	Internal Auditor
Reports to	Operational Reporting - FCCC Board Audit and Finance Sub-committee; Administrative Reporting – Chief Executive Officer
Positions Reporting to Internal Auditor	Direct – NIL Indirect - NIL

Organization Summary

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

Job purpose

The 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.

Key Accountabilities

The Internal Auditor is accountable to the Board for professional and administrative work required to assist FCCC achieve its stated objectives in the Strategic Plan 2018-2023. The 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 plan.
- (iii) Agree issues, impacts, causes and recommendations with management throughout the course of audit assignment via regular communication;
- (iv) Compile and submit the draft audit report with management comments to FCCC Board Audit and Finance Sub-committee for review;
- (v) Conduct follow up audits and ensure that corrective actions are implemented to improve processes;
- (vi) Defining and re-engineering of processes to improve effectiveness and efficiency of processes; and
- (vii) Take a full role in any ad hoc tasks or projects required to meet FCCC objectives.

Key Challenges / 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.

Qualifications / Professional Knowledge and/or Relevant Experience

- Bachelor of Commerce degree – majoring in Accounting and Financial Management or a minimum of two (2) years audit experience.
- 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.

Personal Attributes/Skills

- Ability to complete work with limited instructions and as per the audit plan;
- Good communication and analytical skills;
- Willing to travel to other stations for audit.

Key Relationships

Internal:

- FCCC Board Audit and Finance Sub-committee
- Manager Finance & Corporate
- CEO, All Managers including Regional Managers and Coordinator Operations
- All staffs

External:

- Accountancy Charters
- Ministry(ies) as required.

Key Result Areas

- Quarterly Audit report;
- Strengthen all processes and procedures by;
 - (i) Recommending corrective actions to minimize risk exposure by FCCC;
 - (ii) Monitoring that corrective actions are implemented to improve processes;

Provision

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.

Approved by:	
Date approved:	
Reviewed:	

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

The Fijian Competition and Consumer Commission believes in providing equal opportunities based on principles of an Open Merit System.