# Position Description

Vacancy Title: Senior Internal Auditor
Location: Wailekutu, Lami, Fiji Islands
Reports To: None

## Objective

The Senior Internal Auditor will be responsible for successful completion of assigned audit engagements, from planning to completion, inclusive of pre planning and wrap up activities. The position reports to Manager Internal Audit, CJ Patel & Company Pte Limited.

## Outcomes

Organisational Stakeholders

1. Audit Assurance Provided

- Audit engagements and procedures successfully completed as per audit plan
  - financial and administrative controls, statements and reports verified for accuracy and consistency.
  - payroll and inventory procedures evaluated and records reconciled
  - information systems audited assessing compliance with data security and storage requirements.
  - internal controls, policies, and procedures reviewed for effectiveness.
  - Drafting of matters of discussions
  - supplier management certification audited
- Audit reports prepared of findings and analysis
  - revisions and improvements to internal practices and procedures identified and recommended
  - results of the audit analyzed and possible solutions presented for effective management.
  - Supporting documentation maintained at all times
- Risk assessments conducted to recommend aversion measures and cost savings.
- Follow ups with management ensured on audit recommendation to close audit gaps

2. Statutory and operational compliant ensured

- Statutory and regulatory compliant at all times
  - Fiji Revenue and Customs Service (FRCS)
  - Fiji National Provided Fund (FNPF)
  - Companies Act
  - Fiji National University (FNU)
  - Reserve Bank of Fiji (RBF)
- Compliance with group, organisational policies and operational procedures at all times

3. Teamwork and cooperation

- Cooperation within the team for greater function of the department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals
- Supervising junior auditing personnel and implementing their research work into the auditing process.

4. CJ Patel Pte Limited's values upheld and demonstrated at all times

- Collaborate with other teams for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values
- Business practice and decisions are ethical and aligned to organization policy and procedures
- Confidentiality of financial and operational information ensured at all times
- Adherence to professional standards at all times including Audit code of ethics

5. Safe work environment promoted and ensured at all times

- Work place safety is ensured
  - Communication of Safety, Health and Environment to all team members are on an on-going basis
  - Occupational Health & Safety systems promote zero workplace injury at all times
  - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
  - Systems assist in the identification and elimination of work place hazards on an on-going basis

## Responsibilities - Key Competencies

| Competence | Description |
| --- | --- |
| Business | |

| | |
|---|---|
| Systems and Procedures | Develop and/or apply procedures to assist the organisation achieve its goals. |
| Documentation | Communicate using formal business writing. |
| **Customer** | |
| Customer Commitment | Demonstrate a commitment to customer service - both internal and external customers. |
| **People** | |
| Team Orientation | Work in a team towards a common aim. |
| **Professional** | |
| Technical Strength | Demonstrate knowledge of a specialist discipline. |
| Compliance | Comply with relevant laws and the policies and procedures of the organisation. |

## Qualifications

| Qualification | Discipline | Notes |
|---|---|---|
| **Preferred** | | |
| Degree | Accounting, finance, technology or equivalent | |
| **Desirable** | | |
| Higher Degree incl. Post Grad Cert or Dip | Accounting and Information Systems/Economics/Management | |

## Work Knowledge and Experience

A minimum of at least four years' audit experience with strong knowledge of auditing standards, procedures, laws, rules, and regulations.

Computer literate and good documentation skills

Strong knowledge of auditing standards, procedures, laws, rules, and regulations.

Excellent mathematical and analytical skills with the ability to work with large amounts of complex financial data.

Meticulous attention to detail and a high level of accuracy.

Solid communication and leadership skills.

## Requirements

## Other Required Statements

No other required statements found.

## Interactions

| Type | Interaction | Comments |
|---|---|---|
| **Internal** | | |
| | Management Team | |
| | Finance Team | |
| **External** | | |
| | Statutory Authorities | |

## Attributes

| | |
|---|---|
| **Behavioural Styles** | |
| Accountable | Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal. |
| Integrity | Adherence to moral and ethical principles; soundness of moral character; honesty. |
| Reliable | Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work. |
| Detail oriented | Attends to the small elements of a task/activity, ensuring completeness and accuracy. |
| **Interpersonal Styles** | |
| Team Oriented | Enjoys being with others as part of a group or team. |
| Forthright | Speaks out frankly without hesitation, showing a direct manner. |
| Self-sufficient and assured | Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities. |
| Objective | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement. |
| **Thinking Styles** | |
| Analytic | Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems. |
| Disciplined/Systematic | Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough |

| | |
|---|---|
| | approach. |
| Holistic thinker | Considers issues/situations as a whole rather than analysing or dissecting the parts. |
| Numerate | Shows abilities in quantitative thought and expression. |
| Well organised | Controls tasks in a well thought out and critical manner. |

## How To Apply

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## Contact for Enquiries

Contact Name: Maria Bolai

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Further Contact Information: --

Closing Date: 12 Dec 2026