
Position Description

Vacancy Title: **Assistant Internal Auditor**

Location: **Ranadi**

Reports To: **Manager Internal Audit (v 1.00)**

Objective

This role is responsible for assisting the Manager Internal Auditor in carrying out operational, financial, and regulatory and compliance related audits and review. The incumbent reports to the Manager Internal Auditor.

Outcomes

Organisational Stakeholders

1. Internal Audit function effectively provided

- Well informed and timely reports provided to Manager Internal Audit
 - Robust internal audit function systems effectively conducted
 - audits conducted as per audit plans
 - investigations conducted effectively and reported accurately
 - follow-ups on previous audits ensured
 - all fieldwork audits ensured
 - collecting information
 - analysis
 - reporting
 - Work and action consistent and in accordance with Solomon Power's core values
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2. Effective internal audit planning and execution

- Assist Internal Auditor in:
 - Reviews and audits conducted in accordance with Audit Program and Plans and in conjunction with other functions within Solomon Power
 - in compliance with internal audit standards such as IPPF
 - Risk assessments and identification of controls established and risks mitigated
 - Identification of gaps and opportunities for improvement effectively identified and appropriately addressed with relevant parties
 - Continuous assessment and evaluation of compliance to Solomon Power Internal Audit processes and procedures ensured
 - Appropriate support and contribution to the external audit activities delivered
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3. Timely and accurate reporting

- Properly documented results of audit work in accordance with established processes and procedures ensured
 - Timely and consistent reports to the Manager Internal Auditor
 - Relevant and timely reports provided to the Manager Internal Auditor on reviews and investigations carried out. Regular follow-up and execution of appropriate resolution of issues identified ensured
 - Any other responsibilities as specified in the Audit Charter carried out effectively and efficiently
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4. Culture of compliance within Solomon Power supported

- All relevant legislative and compliance issues are considered, assessed and communicated to key internal stakeholders
 - Solomon Power's safety/environmental standards and safeguards as well as other relevant policies effectively considered and utilised in the execution of this role
 - Independent assessment of the Internal Audit function periodically organised
 - Appropriate benchmarking and rigour maintained when scrutinising the Internal Audit function
 - maintained confidentiality and integrity
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5. A healthy, safe and OHS compliant Solomon Power

- Taking reasonable care of own health and safety and for the safety of other people, including people working under incumbent's supervision or direction who may be affected by his or her acts or omissions at the workplace ensured
 - Compliance with lawful direction given by Solomon Power with respect to health and safety matters under current Safety acts and regulations
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6. Environmental protection is prioritised at all times

- Ensure adherence to the requirements of the environmental systems
 - Ensure compliance with specific environmental management procedures applicable to their work
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7. Solomon Power's organisational values and standards upheld at all times

- Alignment of organisational values and strategic direction supported and appropriately assisted
- Organisational values and good corporate governance practices are upheld and complied with at all times

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Customer	
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting, Commerce	

Work Knowledge and Experience

- At least 3 years as an Internal Auditor in a similar sized organisation
- Proven experience in setting priorities, and determine resource requirements, short or long term goals and strategies to achieve them
- Effectively communicate and express information in oral and written presentation
- Proven interpersonal skills and excellent business acumen skills
- Ability to work both autonomously, and as a member of a variety of teams
- Knowledge of information technology; experience with contemporary management information systems

Requirements

Language Proficiency

- Excellent command of English (written and oral)

Professional Associations

- Certified Internal Auditor (CIA) or Certified Practicing Accountant (CPA)
- Solomon Islands Institute of Internal Auditors
- Institute of Internal Auditors Australia

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Board of Directors	
	Executive and Senior Management	

Type	Interaction	Comments
	Other SP staff members as and when required	
External		
	External service providers and advisors	
	Taxation Authority	
	Government Agencies	
	Ministry of Finance and Treasury	
	Office of the Auditor General	

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.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.

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.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

Complete all parts of the Application form online. Upload a Cover letter, upload your CV and must include names and contact details for two (2) referees. Attach Certified Transcripts, Qualification Certificates and other relevant documents. Addressed Application to: Chief Executive Officer Solomon Islands Electricity Authority P.O. Box 6 Honiara Applications to be received by 4.00pm, Solomon Islands time, Thursday 21st January

Contact for Enquiries

Contact Name: Recruitment Team

Contact Email: recruitment@solomonpower.com.sb

Further Contact Information: --

Closing Date: 21 Jan 2021