

Position Description

Vacancy Title: **Supervisor Internal Audit v (1.00) [Wailekutu, Lami, Fiji Islands]**

Location: **Wailekutu, Lami, Fiji Islands**

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

Objective

The Supervisor(Internal Audit) will be responsible for successful completion of assigned audit engagements, from planning to completion, inclusive of pre planning and wrap up activities. S/he will be reporting to Manager Internal Audit.

Outcomes

Organisational Stakeholders

1. Assurance

- Audit engagements successfully completed
- Training and guidance to junior auditors
- Department productivity and efficiency monitored

Administrative matters:

- Audit programs and procedures developed
- Ensure Proper documentation at all times
- Adherence to professional standards at all times
- Drafting of matters of discussions and audit reports assisted
- All other duties as requested attended

C J Patel image and value standards

- Maintaining image and value standards at all times
- Work cooperatively as part of the Finance/Executive team
- Safe, healthy and environmentally aware workforce

2. Statutory and operational compliant ensured

- Statutory and regulatory compliant at all times
 - Fiji Revenue and Customs Service (FRCS)
 - Fiji National Provident Fund (FNPF)
 - Companies Act
 - Fiji National University (FNU)
 - Reserve Bank of Fiji (RBF)
- Compliance with group, organisational policies and operational procedures at all times
- Audit recommendations are implemented in a timely manner
- Audit preparation work allowing for timely completion of the annual financial statements and corporate tax returns managed
 - Accurate filing ensured
- Internal audits involving reviewing of accounting and administrative controls ensured
 - Statutory financial statements audit
 - Audit and supplier management certification
- Timely preparation of external audit materials and external financial reporting coordinated

3. Well informed management

- Daily, weekly and monthly reports provided on an accurate and timely basis
 - Monthly forecasts
 - Monthly export reports
 - Quarterly Reserve Bank of Fiji (RBF) returns
- Quality analysis and reporting to management and factory staff whenever required ensured

4. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Supervision of and professional guidance to Finance staff ensured
- Training needs and competency gaps of staff assessed and managed in partnership with management and HR Department
- Succession planning ensured

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

6. 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

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Self-Management	Manage your priorities and objectives efficiently and effectively
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
- Analytical thinking ability and proper communication skills
- Computer literate and good documentation skills
- Experience/knowledge of auditing and product costing

Requirements

Professional Associations

- Membership of appropriate Professional Institution

Regulatory Compliance Requirements

- Police Clearance

Other Required Requirements

- No other required items 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.

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.

How To Apply

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Contact for Enquiries

Contact Name: Miliame Daunivesi

Contact Email: miliame.daunivesi@cjpatel.com.fj

Further Contact Information: --

Closing Date: 19 Oct 2024