

## Position Description

Vacancy Title: **Manager Internal Audit**

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

Reports To: **Group General Manager Audit (v 1.00)**

### Objective

The Manager Internal Audit is responsible for strategic planning, executing and reporting on operational, financial regulatory and compliance related audit/reviews of the Group. A secondary role is to provide advice on internal control to management including responding to questions on risk management techniques. S/he will report to the General Manager Internal Audit.

### Outcomes

#### Capital Stakeholders (Owners)

##### 1. Assurance Function

- Provide support to GM in giving Independent and objective assurance to the audit committee.
- Support in measures to determine the adequacy and effectiveness of the organisation's control environment to audit committee.
- Provide ongoing review of audit findings and progress of audits. Review audit reports and provide conclusions on assertions.
- Provide Audit support to stakeholder entities (Regional Markets).

#### Organisational Stakeholders

##### 1. Executive Management

- Liaise with key management personnel to plan audit timelines and discuss critical areas of concerns; determine audit procedures and conduct the same.
- Identify and communicate potential areas of reducing revenue leakages, loss reduction and cost efficiencies
- Support Annual Statutory Audit
- Ensure implementation of statutory audit recommendations and review of audit observations.

##### 2. Effective utilisation of resource Management

- Guidance and supervision to audit staff
- Recognise and identify the training needs
- Effective and efficient utilisation of workforce
- Succession planning

##### 3. Safe work environment

- Work Place safety ensured
- Communication of safety, Health and Environment to all team members on ongoing basis
- Environmental regulation is aligned with work place safety at all times
- Work place hazards eliminated at all times
- System assist in the identification and elimination of work place hazards on on going-basis

##### 4. Statutory and Operationally Compliant Organisation

- Prepare and agree to potential planned audit plan for calendar year for audit committee approvals,
- Identify key risk areas of audit and maintain status of key risk areas identified in audit reports
- Perform continuous business review to ensure that key risk areas are identified and communicated to GM audit and appropriate key management personnel
- Special Investigations when ever necessary.

##### 5. Organisation's values upheld and demonstrated at all times

- Collaborate with manufacturing companies within the CJ Patel Group for the benefit of the organisation
- Monitor and encourage staff to uphold image and value standards
- Uphold and demonstrate the organisation's image and values
- Ensure confidentiality of information at all times

### Responsibilities - Key Competencies

Competence	Description
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#### Business

Business Performance	Manage the performance of the organisation.
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Competence	Description
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
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

Quality Focus	Deliver quality.
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#### 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.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
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.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.
Technology Application	Apply technology.

## Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting, Finance, Technology or equivalent combination of Education	
Desirable		
Masters Degree	Accounting	

## Work Knowledge and Experience

- A minimum of at least 5 years audit experience.
- Analytical thinking ability and proper communication skills
- Computer literate and good documentation skills
- Experience/knowledge of auditing and product costing

## Requirements

#### Language Proficiency

- Excellent command of English

#### Professional Associations

- Chartered Professional Accountant (CPA)

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>External</b>		
	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.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

### Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Realistic	Shows concern for facts and reality, rejecting the impractical.

### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Numerate	Shows abilities in quantitative thought and expression.
Challenger	Queries, tests information/beliefs and provokes thought.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.

## How To Apply

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### Contact for Enquiries

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Further Contact Information: --

**Closing Date:** 23 Aug 2025