

Position Description

Vacancy Title: **Internal Auditor**

Location: **Lautoka**

Objective

The Internal Auditor is responsible for ensuring FPG's accountability concerning internal company procedures and industry regulations. Additionally, s/he is tasked with executing assigned duties to efficiently support the functions of the Audit department. The role reports to the Manager Internal Audit.

Outcomes

Organisational Stakeholders

1. Audit Operations effective executed

- Full audit cycle conducted, integrating risk and control management to ensure operational effectiveness, financial reliability, and compliance with regulations.
- Internal audit scope determined and annual plans developed to guide audit activities effectively.
- Accounting documentation, reports, data, and flowcharts obtained, analyzed, and evaluated
- Reports reflecting audit results and documented the auditing process prepared and presented to management
- Identification of accounting and financial record-keeping processes for improvement.
- The efficiency and productivity of internal staff assessed, making recommendations for improvement.
- Execution of any additional duties within the scope of the position as assigned by supervisors or department managers.

2. Risk Management and Advisory ensured.

- Noncompliance issues identified to optimize risk management support and operational efficiency.
- Impartiality ensured, acting as an impartial source of independent advice to ensure validity, legality, and goal achievement.
- Loopholes identified and risk aversion measures, as well as cost-saving strategies recommended.
- Financial documents evaluated for accuracy and compliance with federal regulations.
- Financial risks of the organization identified and recommendations provided to reduce risk exposure.
- Cost cutting measures determined to improve profitability.

3. Teamwork and cooperation

- Enhanced cooperation within the team and across the greater function/department.
- Collaboration ensured to achieve set goals and targets.

Product's Stakeholders

1. Operational and statutory compliance

- Statutory compliant to laws and regulations
 - Health and safety compliance
 - Environmental compliance
- Operationally compliant to the organisation's policies and procedures

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
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.
Communication	Exchange information through verbal communication
Customer	
Quality Focus	Deliver quality.
People	
Problem Solving	Develop practical solutions to a situation.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.

Competence	Description
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting/Finance	

Work Knowledge and Experience

- A minimum of 3 years of work experience in similar field.
- Demonstrated attention to detail for reviewing extensive data and numerical information.
- Strong mathematical skills to verify entries accurately.
- Proficient critical-thinking abilities to gather and analyze available data, facilitating informed decision-making.
- Exceptional research skills to locate all necessary related information.
- Proficiency in accounting software and spreadsheet applications.
- Flexibility regarding working hours.

Requirements

Professional Associations

- Membership of appropriate Professional Institution

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
External		
	External Auditor	

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

- Forthright: Speaks out frankly without hesitation, showing a direct manner.
- Perceptive: Shows keen insight and understanding of issues or situations.
- 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.
- 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

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Contact for Enquiries

Contact Name: Manager Human Resources

Contact Email: recruitment@tropik.com.fj

Further Contact Information: --

