

Position Description

Vacancy Title: **Internal Auditor**

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

Objective

To ensure that all the CJ Patel resources are safeguarded from all losses including theft, inefficiencies and abuse. To ensure the accounting and management information is reliable by bringing it to managements attention, control weaknesses in the system or the lack of it, and deviations from established rules and procedures and recommending solutions and improvements. The Internal Auditor is responsible to ensure all the CJ Patel resources are safeguarded from all losses including theft, inefficiencies and abuse. This position reports to the Team Leader Internal Audit at CJ Patel Pte Limited.

Outcomes

Organisational Stakeholders

1. Internal Audit Services ensured

- Liaise with client (key management) on a day to day basis to obtain adequate and accurate understanding of business being audited,
- Perform follow-up on audit issues identified previously
- Understand, assess to provide insight and identify key areas of controls and assess effectiveness. Ability to identify key area of weakness and recommendations for improvements
- Assess current practices against documented policies and policies implemented by client management.
- Ability to support key transactions and balances assertions with relevant and accurate documentation
- Possess ability to identify potential areas of revenue leakage, cost efficiencies and process improvements
- Prepare, concise and accurate audit points on timely manner
- Perform other tasks assigned on an ongoing basis
- Stock take and cutoff activities

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. Customer Service

- **Quality and efficient quality service for internal and external clients of the Board.**

4. 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

5. 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

6. 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

7. 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	
Risk Management	Analyse and manage risk.
Information Analysis	Make informed decisions by collecting and interpreting data and information
People	
Problem Solving	Develop practical solutions to a situation.
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		
Diploma	Accounting and Finance	
Desirable		
Degree	Accounting and Information Systems/Economics/Management	

Work Knowledge and Experience

Minimum experience of one to two years' in a similar position

Experience/knowledge of auditing and product costing

Computer literate and good documentation skills

Analytical thinking ability and proper communication skills

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		
	Finance Team	
External		
	Suppliers	

Attributes

Behavioural Styles

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.
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

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Initiative	Takes action and makes decisions without the help or advice of other people.
Numerate	Shows abilities in quantitative thought and expression.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 19 Dec 2025