

## Position Description

Vacancy Title: **Group General Manager Audit**

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

### Objective

The Group General Manager Audit and Compliance is responsible for strategic planning, executing and reporting on operational, financial regulatory and compliance related audit. The position reports to the Group Chief Finance Officer, CJ Patel Pte Limited.

### Outcomes

#### Capital Stakeholders (Owners)

##### 1. Assurance Function

- Independent and objective assurance to the audit committee provided on an accurate and timely basis
  - CJ Patel Pte Limited Group's internal control systems, policies and procedures
  - Emerging risks or exposures
  - Stakeholder entities ( Regional Markets)

##### 2. Support strategic focus of the organisation

- Internal audit plan developed and implemented on a timely basis
  - Internal audit plan is aligned to risk profile and business strategy at all times
- Implement Auditing and Assurance standards across entity for compliance
- Develop Internal Audit charter as guiding principle for the organisation

#### Organisational Stakeholders

##### 1. Statutory and operational compliant organisation

- Audit program developed and implemented at all levels of entity
  - Compliance to policies and procedures ensured
    - Audit staff trained to spot gaps in compliance
    - Finance teams trained in compliance regulations
    - Alerts before key compliance dates provided on an accurate and timely basis
  - Cost optimization and planning ensured at all times
  - Annual statutory audit managed
    - Statutory audit recommendations implemented

##### 2. Risk management

- Business risks identified on an accurate and timely basis
- Audit plan developed and implemented for high and low risk areas
  - Gaps identified and managed with risk teams
  - Risk mitigation plans developed with businesses

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

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

##### 4. Well informed management

- Timeliness, quality and accuracy of daily, weekly, monthly and quarterly reports ensured
  - Operational review and report provided timely and accurately
  - Operational data to the management is timely and accuracy of information maintained at all times
  - Key performance indicators are informed in time
- Monthly/quarterly reports to CFO/Management Meetings/ Board Meetings are accurate and supports decision making
- Ad-hoc information requests by management and shareholders, for decision-making purposes, addressed in a timely manner

##### 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. 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
<b>Business</b>	
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
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.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
<b>Customer</b>	
Quality Focus	Deliver quality.
<b>People</b>	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
<b>Professional</b>	
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
<b>Preferred</b>		
Degree	Accounting and Finance	
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Accounting/Finance	

## Work Knowledge and Experience

- Minimum of 10 years' working experience at a senior level in a similar environment
- Track record as a strong leader and change manager
- Demonstrated experience in strategic planning and managing an audit function
- Analytical thinking ability and good communication skills
- Computer literate and good documentation skills

## Requirements

### Professional Associations

- Chartered Professional Accountant (CPA)

### Regulatory Compliance Requirements

- Driver's License
- Police Clearance

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Board of Directors	
	Chief Executive Officer	
<b>External</b>		
	Suppliers	
	Customers	

## Attributes

### Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Team Oriented	Enjoys being with others as part of a group or team.
Forthright	Speaks out frankly without hesitation, showing a direct manner.

### 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.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
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: 28 Feb 2026