

## Position Description

Vacancy Title: **Senior Internal Auditor**

Location: **Suva, Fiji Island**

Reports To: **None**

### Objective

The Senior Internal Auditor contributes to the successful execution of the audit plan by delivering high-quality evaluations of internal processes and offering insights that enhance business performance. Its core objective is to protect company assets, improve resource efficiency, uphold internal policies and legal compliance, and verify the effectiveness of internal controls and financial accuracy through disciplined audits and risk assessments. The role reports to the Internal Audit Manager.

### Outcomes

#### Organisational Stakeholders

##### 1. Financial Governance & Loss Prevention

- Departmental expenditure kept within approved budget limits through controlled spending and continuous monitoring.
- Immediate loss-mitigation actions executed upon confirmation of gross negligence, fraud, improper activity or theft, ensuring protection of company assets.
- Financial and operational irregularities identified through scheduled audits, enabling timely corrective actions.
- Fraud risks reduced through investigations conducted in alignment with audit protocols and risk frameworks.

##### 2. Risk Reduction & Compliance Assurance

- Annual internal audit plan strengthened through support provided in planning, risk prioritisation and scheduling.
- Internal controls evaluated through financial and operational audits conducted in accordance with organisational policies and regulatory requirements.
- Compliance with company policies, industry standards and regulatory obligations reinforced through systematic audit testing and reporting.
- Organisational risks reduced through ongoing on-site risk assessments conducted in accordance with the Group Risk Framework.
- Root-cause factors and risk exposures highlighted through detailed audit analyses, enabling implementation of corrective measures.
- PDCA cycles applied to completed audits, improving operational consistency and closing identified gaps.
- Status of internal audit activities communicated proactively to support timely decision-making.
- Opportunities for process improvement identified and recommended to management, contributing to operational efficiency.
- Adherence to evolving regulatory requirements strengthened through continuous monitoring of industry standards and best practices.

##### 3. Quality Audit Delivery & Continuous Improvement

- Dealership audits completed according to the internal audit plan, increasing coverage and visibility of compliance risks.
- Audit findings, recommendations and corrective actions communicated through comprehensive audit reports delivered to management.
- Implementation of corrective action plans supported through collaboration with departments and ongoing progress monitoring.
- Effectiveness of internal controls assessed across key operational processes, enhancing asset protection and data accuracy.
- Additional audit and compliance projects completed according to direction provided by the Internal Audit Manager, improving audit responsiveness.

##### 4. People Development & Capability Building

- Internal audit staff capabilities enhanced through mentoring, consistent guidance and structured training.
- Feedback provided regularly to junior staff, strengthening audit performance and professional development.
- Organisational awareness of compliance and risk elevated through management training delivered across the business.
- Staff competency in risk and compliance improved through facilitated learning and alignment with TTSS Group development objectives.

### Responsibilities - Key Competencies

#### Competence

#### Description

##### Business

Risk Management	Analyse and manage risk.
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

Relationship Building	Build beneficial relationships with suppliers and stakeholders.
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##### People

Negotiation	Reach agreement through discussion and compromise.
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##### Professional

Competence	Description
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, Commerce, Management or business	or a related field
<b>Desirable</b>		
Certificate	Other related discipline	

## Work Knowledge and Experience

Professional qualification in Internal Auditing (CIA or equivalent).

Minimum of five years' experience in auditing or internal auditing, with internal audit experience strongly preferred.

Strong knowledge of internal auditing practices, process improvement methodologies, and corrective action implementation.

Demonstrated ability to prepare high-quality audit reports with clear findings and recommendations.

Excellent written and verbal communication skills with strong attention to detail.

High level of computer literacy, including proficiency in the Microsoft Office Suite.

Strong analytical, problem-solving and sound decision-making capabilities.

Proven ability to manage and engage stakeholders effectively.

Effective time management and organisational skills, with the ability to coordinate tasks and meet deadlines.

Solid understanding of relevant laws, regulations, and industry standards.

## Requirements

### Professional Associations

Membership of appropriate Professional Institution

## Other Required Requirements

- Work is performed primarily in an office environment; however, regular travel to overseas subsidiaries may be required.

## Interactions

Type	Interaction	Comments
<b>External</b>		
	TTSPH.	
	TTC.	
	External Auditors.	

## Attributes

### Behavioural Styles

Accepting/compliant	Shows a willingness to go along with things and a compliance with expectations.
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.
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.
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

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.
Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Decisive	Reaches conclusions, promptly and firmly.
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.
Well organised	Controls tasks in a well thought out and critical manner.

### How To Apply

Applicants are invited to submit their application via the link provided or by scanning the QR code. Emailed applications will not be accepted.

### Contact for Enquiries

Contact Name: Grace Naleba

Contact Email: [grace@maxumise.com](mailto:grace@maxumise.com)

Further Contact Information: --

Closing Date: 06 Mar 2026