

Position Description

Vacancy Title: **Graduate Auditor**

Location: **Lautoka**

Reports To: **None**

Objective

The Graduate Auditor supports the Internal Audit Department in carrying out audits, compliance reviews and risk assessments across the Fiji Pine Group of Companies. Working under the guidance of the Manager Internal Audit, the Graduate Auditor will gain practical experience in internal auditing by assisting with audit planning, fieldwork, documentation and reporting while ensuring compliance with Company policies, procedures and applicable regulations.

Outcomes

Organisational Stakeholders

1. Audit Planning & Execution

- Assist in conducting internal audits in accordance with the approved annual audit plan.
- Collect, review, and analyse financial and operational information to support audit assignments.
- Participate in stock counts, site inspections, and operational audits as required.
- Perform data analysis and reconciliations to support audit testing and findings.
- Prepare and maintain accurate audit working papers and supporting documentation in accordance with audit standards.

2. Risk Management & Internal Controls

- Assist in identifying business risks, internal control weaknesses, and opportunities for process improvement.
- Support the assessment of the effectiveness of internal controls and risk management practices.
- Assist in verifying compliance with Company policies, procedures, and relevant legislation.

3. Audit Reporting & Follow-up

- Assist in preparing draft audit reports, including findings, recommendations, and management action plans.
- Follow up on the implementation of agreed audit recommendations and report on the status of corrective actions where assigned.
- Maintain accurate audit records, files, and reports to support audit activities and future reference.

4. Compliance & Confidentiality

- Maintain the confidentiality and integrity of Company information obtained during audit assignments.
- Ensure all audit activities are conducted in accordance with professional standards, Company policies, and ethical requirements

5. Professional Development

- Participate in continuous learning and professional development activities to enhance auditing knowledge, technical capability, and professional competence.

6. Health, Safety & Continuous Improvement

- Maintain good housekeeping practices and ensure compliance with Occupational Health and Safety (OHS) requirements and Company policies at all times.
- Contribute to the continuous improvement of audit processes, methodologies, and departmental effectiveness.

Responsibilities - Key Competencies

Competence	Description
People	
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification	Discipline	Notes
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Work Knowledge and Experience

Recent graduate or up to one (1) year of relevant work experience. Basic understanding of accounting principles and auditing concepts. Proficiency in Microsoft Office applications, particularly Excel and Word. Willingness to learn and develop a career in Internal Audit. Ability to maintain confidentiality and exercise sound judgment. Flexible attitude towards working hours and travel when required.

Requirements

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
No interactions found.		

Attributes

No attributes found.

How To Apply

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Contact for Enquiries

Contact Name: Makelesi Ralulu

Contact Email: mralulu@tropik.com.fj

Further Contact Information: --

Closing Date: 10 Jul 2026