

Position Description

Vacancy Title: **Senior Internal Audit Officer**

Location: **Lautoka**

Reports To: **None**

Objective

The Senior Internal Audit Officer will be responsible for executing the internal audit activities, co-ordinate specific processes to support the implementation and execution of the Audit Plan for the Fiji Pine Group of Companies.

Outcomes

Organisational Stakeholders

1. Audit Operations Effectively 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

- Non compliance 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
 1. Health and safety compliance
 2. Environmental compliance
- Operationally compliant to the organisation's policies and procedures

Responsibilities - Key Competencies

Competence

Description

Business

- | | |
|------------------------|---|
| Change Management | Implement and manage changing situations resulting from a change in strategic/business. |
| Systems and Procedures | Develop and/or apply procedures to assist the organisation achieve its goals. |
| Documentation | Communicate using formal business writing. |
| Communication | Exchange information through verbal communication |

Customer

- | | |
|-----------------------|--|
| Customer Commitment | Demonstrate a commitment to customer service - both internal and external customers. |
| Relationship Building | Build beneficial relationships with suppliers and stakeholders. |

People

- | | |
|--------------|---|
| Facilitation | Assist the progress of work ensuring its timely and effective completion. |
| Learning | Develop the competencies of self and others to enhance performance. |

Professional

Competence	Description
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Operational	
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Accounting	
Preferred		
Degree	Laws	
Preferred		
Degree	Computing Science and Information Systems	
Preferred		
Degree	Commerce	

Work Knowledge and Experience

Minimum of 8 years' professional experience, including at least 5 years in auditing, preferably within a chartered accounting firm.

Membership in a recognized professional body such as IIA, FIA, or, CPA.

Strong knowledge of internal audit standards, risk-based auditing, and corporate governance frameworks.

Proficiency in analytical auditing software such as ACL is desirable

Excellent written and verbal communication skills, with the ability to present complex information clearly and concisely

Requirements

Professional Associations

Institute of Internal Auditors

Fiji Institute of Chartered Accountants

Certified Practising Accountants

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
No interactions found.		

Attributes

Behavioural Styles

Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Punctuality Completes a required task or fulfills an obligation before or at a previously designated time

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.

Self-sufficient and assured Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.

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.

Disciplined/Systematic Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.

Flexible/Adaptable Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.

Initiative Takes action and makes decisions without the help or advice of other people.

How To Apply

Scan the QR code below or click the following link to submit your application by Friday, 2 October 2026.

Contact for Enquiries

Contact Name: Jone Naqoli

Contact Email: jnaqoli@tropik.com.fj

Further Contact Information: --

Closing Date: 02 Oct 2026