

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: FINANCE AND ECONOMIC DEVELOPMENT		
2. Position Title: INTERNAL AUDITOR	3. Salary Level: 11-10/9-7	4. Division: INTERNAL AUDIT
5. Reports To: SECRETARY FOR FINANCE AND ECONOMIC DEVELOPMENT	6. Direct Reports: SENIOR INTERNAL AUDITOR	
7. Primary Objective of the Position: Assist in day to day execution and supervision of internal audit inspections and investigations		
8. Position Overview		
9. Financial: A\$9,308pa entry point and crossing bar at A\$11,180 with maximum level of A\$12,818.		10. Legal: CAP79, Financial Regulations and NCS
11. Internal Stakeholders: Senior Internal Auditor (Supervisor) Internal Auditors and Assistant Internal Auditor (Colleagues) To be referred to Manager: Actions needed where fraud or theft cases were found during inspections/investigations Reports on inspections (Findings and recommendations)		12. External Stakeholders: <ul style="list-style-type: none"> • Senior Accountants/ Accountants at ministries • CEOs/Clerks to Island Councils To be referred to Manager: <ul style="list-style-type: none"> • SROs

This is position description provides a comprehensive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> ▪ KDP/KPA: KPA 2 :Inclusive Economic Growth and Poverty Reduction ▪ MOP Outcome: Establish effective controls on Government Expenditure 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Produce internal audit reports on inspections/investigations carried out	<ol style="list-style-type: none"> 1. Plan and organise internal audit work-plans for SIA's approval 2. Supervision of audit team to ensure timely completion of audit check/inspections 3. Find root causes in the internal control system and report them to SIA 4. Present reports to SIA in a timely manner 	<p>Production of work plan</p> <p>Completion of audits on time</p> <p>Recommendations on how to improve system</p> <p>Production of reports on time</p>
10. Key Challenges		
<ul style="list-style-type: none"> • Making on the spot decisions especially where shortages were found during the inspections. • Lack of cooperation from external stakeholders • Continuing changes in the system (example. Payroll, vote-books) resulting in our lack of understanding. • Poor record keeping (example. Contract appointments for staff) 		
11. Selection Criteria		
<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education: A Bachelor's Degree in Accounting or related field or a Diploma in Accounting or related field or a Certificate in Accounting or related field</p> <p>Experience: No prior work experience for holders of Bachelor's Degree and Diploma holders but at least 7 years experience in Accounting or Auditing field for Certificate holders</p> <p>Job Training: Any Accounting or Audit training</p>		
<p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge:</p>		

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	<p>A very good understanding of the Government Accounting system and Audit system</p> <p>Attributes: Independent, self motivated , innovative and creative</p>
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