

JOB TITLE: Internal Auditor

DEPARTMENT: Internal Audit

REPORTS TO: Chief Executive Officer

Purpose and Scope of role

The role of the Internal Auditor is to work as an internal independent body to review, appraise and report on the soundness, adequacy and application of financial and other management controls of Solomon Water.

Leadership Competencies

Accountability: Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

Customer Service: Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

Communications: Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed. Writes in a clear, concise, organized, and convincing manner for the intended audience.

Team Work/ Building: Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

Action Management/Decisiveness: Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Strategic Thinking: Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment, Capitalizes on opportunities and manages risks.

Problem Solving: Identifies and analyses problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Safety Commitment: role models safe behaviors and ensures all staff are aware of their contribution to safety, supporting consequence management

Key Responsibilities

The duties and responsibilities of the role include:

1. Develop auditing tactical plans.
2. Report on completed audits.
3. Assess and report against the risks faced in meeting SIWA's identify cost effective ways to prevent risk occurring.
4. Prepare and submit budget to complete audit program.
5. Provide advisory service to all SIWA Divisions on audit matters.
6. Help develop and maintain both Indicative and Development budget to interface across SIWA's operation.
7. Report on progress against performance indicators, budgets and timeframes.

8. Ensure Internal Controls and procedure are implemented and abide with.
9. Ensure accounting standards are uphold across SIWA financial operations.
10. Avoid fraudulence, errors and loss by close monitoring and auditing of activities and performance
11. Ensure financial and accounting are in line with the SOE and IAS requirements.
12. Review, assess, report and make recommendations on the internal control system used with SIWA
13. Complete planned audits and reports.
14. Investigate incidences of fraud and liaise with Police Fraud investigators to document evidence.
15. Complete ad hoc investigation or audits in conformity with overall annual internal audit program and budget.
16. Liaise with the external auditors and government audit general on methodology and professional matters.

Key Skills

The suitable candidate for this position must have the following skills:

- Self-management and administration skills
- Proven skills and experience in technical report writing.
- Sound knowledge on the national legislations and policies relating to SIWA.
- Demonstrated experience in conducting investigations and providing relevant advice to senior exec
- Knowledgeable in audits and reporting
- Demonstrated experience in conducting reviews, assessments and complete audits.
- Demonstrate ability to keep confidential information.

Qualification

Essential

- Bachelor Degree in Finance and administration, business or accounting. Preferred a current member or eligible for membership of the institute of internal auditors.

Desirable

- Financial risk analyses/Management
- Audit standards, both locally and international standards.
- Strategic financial planning and Management
- Financial Policy development
- Degree in Human Resource Management from a recognized university or tertiary institution

Experience

- Minimum of five (5) years' work experience at management level in either any public or private sector preferably as part of internal or external Audit team.