

Ministry:	Ministry of Finance
Division:	Internal Audit Division
Location:	Royco Building, Nuku'alofa
Job Title:	Deputy CEO
Position Number:	FIN08103111100110001
Reports to:	CEO
Band:	H
Salary:	\$ 33,600 - \$ 50,400
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> • Improved macroeconomic management & stability with deeper financial markets • Closer public/ private partnership for economic growth • More efficient, effective, affordable, honest, transparent & apolitical public service focused on clear priorities • Appropriate decentralization of government administration with better scope for engagement with the public • Improved collaboration with development partners ensuring programs better aligned behind government priorities • More reliable, safe and affordable information and communication technology used in more innovative ways • Improved national and community resilience to the potential disruption and damage to wellbeing, growth and development from extreme natural events and climate change <p>Job Purpose:</p> <ul style="list-style-type: none"> • To manage the operation of the Internal Audit Division in providing independent and objective assessments on the design and operation of internal control systems and financial management practices of the Ministry of Finance. It also includes providing assurance to CEO and Audit Committee on the effectiveness of risk management, governance and the strength of the control environment within the Ministry and any other activities/function upon request of Audit Committee and CEO.
Accountabilities / Outcomes	<p>Planning</p> <ul style="list-style-type: none"> • Prepare the Internal Audit Strategic Plan, Internal Audit Annual Plan and Internal Audit Annual Report and submit to Audit Committee. • Prepare the Division's section on the Ministry's Corporate Plan and submit to CEO • Prepare the Division's Annual Management Plan and submit to CEO • Prepare and submit quarterly performance report of the Division to CEO • Establish the scope, objectives and terms of reference of the audit • Provide any relevant information to CEO for the drafting of Ministry's Biannual Report & Annual Report

- Develop and implement a plan for professional development for members of the internal audit function
- Establishes a follow-up process to monitor management actions
- Prepare annual stakeholder communication strategy and submit to Audit Committee, CEO
- Prepare Annual budget for the Division and submit to Audit Committee for approval

Organizing

- Ensures internal audit has access to all systems, processes and people
- Advocates the internal audit function and its value throughout the organization
- Educates senior management and board on best practices in governance, risk and control
- Advocates the use of ethical principles and values to the activities being audited
- Liaise with Line Ministries on audit issues initiate from MDAs
- Monitor staff performance and workload and provides constructive and timely feedback to help others achieve their goals
- Write clear TOR and provide supervision of all Internal Audit TAs with transfer of knowledge
- Annual review of Internal Audit Organizational structure with roles consistent with allocation of responsibilities
- Conduct weekly divisional meeting with auditors

Leading

- Lead the team in Entrance Meeting and Exit Meeting with auditee and management
- Promote the Ministry's vision, mission and value by ensuring that all Internal Audit staff understands their contribution and also share the same understanding
- Coach and counsel staff to cooperate in a friendly manner and create a healthy working environment through effective communication within and outside the Internal Audit Division
- Discusses audit findings and their impacts professionally and confidently with appropriate levels of the organization
- Meeting with Office of Auditor General regard audit issues of the Government
- Provide in-house training to Internal audit staff on IA Code of Ethics, IPPF, PFM Act, PSC Policy, Procurement Act and other regulations to enhance their competence and professional development

Controlling

- Establishes and maintains a quality assurance and improvement program
- Ensures internal audit activities are aligned with and enhances the organization's enterprise risk management strategy and risk profile
- Staff Performance Management System Appraisal of Division's staff against JDs and work plans (other reports for underperformance)
- Review Auditors weekly progress report
- Signed off audit report issued to Audit Committee and CEO

	<p>Technical</p> <ul style="list-style-type: none"> • Annually conduct risk assessment for all areas of the Ministry and register risks in a risk matrix • Annually review auditors Job Descriptions to ensure constructive dedication of work. • Attend Relevant HOD meeting • Annually review audit manual for update and approval by Audit Committee • Provides assurance and advisory services to management and the Audit Committee • Ensures the independence of the audit function • Set clear performance standards for internal auditors and internal audit function • Annually update the Audit Practice Guide • Secretarial services coordinated for Audit Committee • Well briefed attendance at relevant domestic and international meetings with clear follow up actions • Annually review Internal Audit Charter for the approval of Audit Committee <p>Reporting</p> <ul style="list-style-type: none"> • Present and discuss audit reports to Internal Audit Committee and to management if needed • Present and discuss Annual report to Audit committee. Provide CEO with performance quarterly report of the division <p>Any other duties that may be directed to by the CEO of Finance</p>
Person Specification	
<p>Skills and Abilities</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • advanced computer skills, well versed with Microsoft Office (Word, Excel, Access, PowerPoint) and other software • ability to draft clear well articulated documents, supported by clear use of data in charts and tables, and clear recommendations (where required) • ability to travel is required, and work after hours is sometimes necessary • Good analytical skills • Strong analytical and problem solving abilities in a similar senior role with continuous ability to identify and implement process improvements and cost reduction opportunities. • Proficiency to negotiate, influence and gain trust of others where no formal authority exists and can relate well to people at all levels in a credible manner. • honest, with high integrity • good work attitude and work well in a team environment • highly motivated and proactive • well organized and hardworking • strong consultation and interpersonal skills <p>Desirable:</p> <ul style="list-style-type: none"> • good public relation, communicating and networking skills in Tonga and a range of other social and cultural settings

	<ul style="list-style-type: none"> • ability to present clearly and effectively represent Tonga domestically and internationally in a wide range of meetings and different environments • very good command of both Tongan and English languages (written and spoken) able to engage actively in meetings, interviews, negotiations with audit customers and executives and also draft clear documents with confidence in both countries
<p>Qualifications and Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> ✚ PHD with at least 1 year <u>relevant</u> working experience ✚ Master degree with at least 3 years' experience in a similar role or 5 years' <u>relevant</u> working experience ✚ Post Graduate Diploma with at least 4 years' experience in a similar role or at least 6 years' <u>relevant</u> working experience ✚ Bachelors' degree with at least 7 years' experience in a similar role or at least 10 years' <u>relevant</u> working experience <p><u>Qualification acceptable for this role must be in Commerce, Economics, Business, Finance, Accounting, Management, oAudit from a recognised educational institution</u></p> <p>Desirable:</p>
<p>Authorised by (sign and date)</p>	
<p>Acting/CEO</p>	<p>Name: Ms Pisila 'Otunuku</p> <p>Signature & Date:</p>
<p>Employee</p>	<p>Name: Vacant</p> <p>Signature & Date:</p>