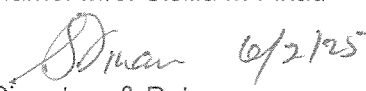
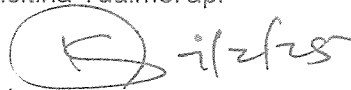


Ministry:	Ministry of Finance
Division:	Internal Audit Division
Location:	Royco Building, Nuku'alofa
Job Title:	Senior Auditor
Position Number:	FIN08103111100110003
Reports to:	DCEO IAD
Band:	J
Salary:	\$30,526 - 45,788
Job Purpose	<p>Ministry Profile Statement:</p> <ul style="list-style-type: none"> • 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: from Ministry Corporate Plan Outputs</p> <p>Ensures successful completion of assigned audit engagements, from the beginning of the engagement to the end, including preplanning and wrapping up activities. Depending on the assigned engagement, report to the Principal Auditor or the Deputy CEO-IAD. Manages and directs daily activities of more junior auditors assigned to assist the Principal Auditor during an engagement. Applies risk and control concepts to scenarios encountered and identifies any potential issues. Communicates identified issues with Internal Audit senior management to ensure any potential concerns are addressed in a timely and effective manner.</p>
Accountabilities / Outcomes	<p>Planning</p> <ul style="list-style-type: none"> ➤ Obtain an analysis of information system, previous audit results and other relevant information of the audited area. ➤ Assisting the Principal Auditor in developing audit approach/methodology ➤ Assisting the Principal Auditor with establishing the objectives, scope, logistics and schedules of the audit

	<ul style="list-style-type: none"> ➤ Assist in explaining audit findings and to convince the organization to implement audit recommendations ➤ Perform monthly cash counts ➤ Prepare weekly progress <p>Technical</p> <p>Ensures adequate focus on personal professional growth challenging assignments, in line with standard audit career progression- pro actively seeks relevant Education and training opportunities Updated knowledge of Professional Internal Audit Standards to all internal audit operations</p> <ul style="list-style-type: none"> ➤ Any other tasks delegated by the Principal Auditor and the Deputy CEO- IAD
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> ➤ Comprehend laws, regulations, policies, and procedures ➤ Establish and maintain effective working relationships with co-workers ➤ Able to work both independently and in a team ➤ Good report writing skills ➤ Computer literate ➤ Strong analytical, written/verbal communication, interpersonal, and relationship building skills ➤ Ability to adapt to change quickly and multi-task. ➤ Fluent in both English & Tongan languages ➤ Highly motivated, well organized, hardworking, honest, and works well in a team ➤ Integrity ➤ Personal organization and planning skills ➤ Perseverance in the analysis of issues ➤ Flexible and stress resistant ➤ Ability to organize and prioritize ➤ Ability to place details in a wider context
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Postgraduate qualification (Level 8 TNQAB framework: (postgraduate Diploma/BA with honours + 2) (MA + 1) years' experience in a <u>similar role</u> • Bachelor's degree + 3 years in a <u>similar role</u> or 6 years relevant work experience • Diploma Certificate + 6 years in a <u>similar role</u> or 10 years relevant work experience <p><u>Qualification acceptable for this role must be in Accounting, Professional Accounting or Audit from a recognised educational institution</u></p>

Authorised by (sign and date)	
Deputy CEO / HOD	Name: Mrs. Sisilia M Finau  Signature & Date: 6/2/25
CEO for Finance	Name: Mrs. Kilisitina Tuamei'api  Signature & Date: 6/2/25
Employee	Name: Vacant Signature & Date:

