

JOB DESCRIPTION

Position:	Senior Internal Audit Officer	Department:	Internal Audit
Code:	DBS_1256	Location:	Main Office
Salary:	G8	Rate:	\$39,768/\$44,767 p.a max

Position Primary Objective:

To ensure audit assignments allocated are performed effectively and satisfactorily in accordance to annual audit plan and due dates.

Key Duties and Responsibilities

Internal Audit Assignments.

1. To perform audit assignments as allocated under the audit plan effectively and efficiently.
2. Conduct audit assignments of key risk areas as identified in the DBS Risk Register.
3. Conduct monthly audit of loan files to ensure compliance with policies and effective implementation of processes.
4. To perform audit assignments within a timely manner and recommend constructive action to improve systems of internal control.
5. Discuss with Manager Audit plan for audit assignments to ensure objectives are achieved.

Reporting

6. Prepare reports about audit assignments and ensure comments from respective divisional managers are received in a timely manner.
7. Conduct follow up on audit assignments to ensure course of action is being implemented and monitored.
8. Attend to any special investigation directed and report as required on a timely manner.

Compliance checks.

9. To conduct periodic checks of cash both Savaii and main office.
10. Conduct periodic checks of payroll and staff files to ensure filing and records are properly maintained and updated.
11. Assist in inspection and verification of fixed assets are required.
12. Conduct pre-audit of loan files before disbursement of funds.
13. Provide support to Manager to ensure the annual plan of the division is implemented effectively.
14. Conduct periodic check of income and expenses for accuracy and completeness of processes.

Other

15. Assist in staff training as required.
16. Any other duties as may be directed from time to time.

Selection Criteria

This section is designed to capture the expertise required for the role at the 100% fully effective level (and does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications, or equivalent level of learning through experience or key skills, attributes, or job specific competencies.

Qualification (Essential)

1. Must have a degree or higher in Accounting, Economics, Banking or Finance

Knowledge and Experience (Essential)

2. Minimum 3 years working experience internal or external auditing
3. Membership or studying towards membership of Samoa Institute of Accountants
4. Strong investigative and analytical skills
5. Excellent communication skills
6. Well versed with MS Office applications
7. Strong time management skills to meet due
8. Must be a team player and contribute to achievement of division overall objectives (
9. Sound knowledge of all legislation, regulations, systems and procedures guiding the Bank
10. Excellent knowledge, understanding and application of audit manuals, processes , standards

Key Skills / Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level.

Skill level

- Problem solving, Facilitation skills, Fluency in English, Excellent communications, Ability to set priorities, Team building, Flexible approach, Work across programs, Relationship building and networking,

Advanced level

- Auditing, Finance and accounting, Report writing, Dealing with sensitive and confidential information

Working Knowledge

- Audit frameworks, Audit standards, IFRS standards, Ability to work well with colleagues at all levels

Awareness

- DBS Act 2010, mandatory legislation.

Key Behaviors

All staff are expected to uphold DBS Values and Code of Conduct which are Key Behaviors forming part of the Performance Development:

- Service Delivery, Valuing our People, Valuing our Workplace, Integrity

Checklist before submitting application.

1	Application Form 2
2.	Three written references (current – 12 months)
3.	CV
4.	Certified copies of qualifications
NOTE: Applications with incomplete requirements will not be considered.	