

JOB DESCRIPTION

Position: Internal Audit Officer

Code: DBS_1257

Salary: G4/G6

Division: Internal Audit

Location: Main Office

Rate: \$23,078/\$35,842 pa

Position Primary Objectives:

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

Duties and Responsibilities

1. Conduct surprise cash counts for main office and Savaii office.
2. Conduct audit assignments of key risk areas as identified in the DBS Risk Register.
3. Assist division on asset counts and audit results, and recommend changes to divisional Manager for improvement and compliance.
4. Assist with pre audit of loan files prior to disbursement of funds.
5. Assist division in communicating to employees what they need to do to comply with internal audit assignment reports.
6. Assist with inspection of selected development projects funded by DBS.
7. Conduct audit of receipts and payments and report on findings with recommendations.
8. Conduct follow up on recommendations to ensure corrective actions have been effectively implemented and monitored.
9. Assist with investigation and report on findings with recommendations.
10. Conduct audit of compliance with policies that guided and regulated the operation of DBS.
11. Any other duties as 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. A minimum qualification of a Bachelor of Commerce in Accounting or Economics.

Knowledge and Experience (Essential)

1. A minimum of 2 years relevant working experience
2. Strong analytical and investigative knowledge and audit skills
3. Excellent verbal and written communications skills in Samoan and English.
4. Excellent computer skills in a Microsoft Office applications in particular, advance excel skills in database management and record keeping.
5. Good knowledge of Internal Audit Principles and Procedures.
6. Team Player with effective organizing and coordinating skills to work with staff and

contribute to achievement of DBS overall objectives.(desirable)

7. Good knowledge of DBS Act and policies (desirable).
8. Intending to become a member of Samoa Institute of Accountants (desirable)

Key Skills / Attributes / Job Specific Competencies

Skill level

- Planning and goal setting
- Time management and critical thinking
- Problem solving, Facilitation skills, Fluency in English, Excellent communications, Ability to set priorities, Team building, Flexible approach, 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
- Other related legislations

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.

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