

Land Transport Authority

Job Description

Date:	16 th February, 2021	Position Title	Principal Internal Auditor
Division:	EXECUTIVE	Classification Level	G7S1 \$42,126.64 – G7S7 \$51,194.06 pa
Reports to:	Manager Internal Auditor		

Primary Objective	
	Execute Internal Audit Activities, coordinate specific processes to support the implementation and execution of the Audit Plan, monitoring compliance, presenting audit findings and recommendations, and providing assurance of compliance with statutory requirements, policies and procedures in line with International Accounting Standards and the Authority's policies and procedures.
Responsibilities	
1	Undertake internal audits activities approved in annual plans or special requests from the Internal Audit Committee and CEO.
2	Review systems of internal controls in compliance with relevant legislations, policies and regulations and report to the Internal Auditor on the progress and results of review.
3	Assist in investigations and report on the progress and results of investigation.
4	Assist with Internal Auditor on capacity building programmes for the internal audit staff.
5	Assist with Internal Auditor on the implementation and execution of the Internal Audit strategic and annual plans.
6	Assist with the assessing risks and reviewing Risk Assessment Framework for the Land Transport Authority.
7	Lead and manage audit teams performance and report the results to the Internal Auditor.
8	Maintain internal audit work plans and provide update to the Internal Auditor - weekly basis.
9	Review and check ALL supporting documents for contractor's monthly claims.
10	Review fortnightly payroll, update ALL leave records etc.
11	Assist Internal Audit committee site visits for road works if IA is not available.
12	As secretary to the IAC meetings if IA is not available.
13	Any other duties directed by internal auditor.

Selection Criteria				Essential - Desirable	Weighting
Qualification			Minimum qualification of a Degree in Accounting or Business Management or Finance or an equivalent qualification.	Essential	
Work Experience			Have at least five years of auditing and/or accounting experience.	Essential	
Knowledge and Skills			Have excellent skills and experience in Auditing	Essential	
			Have good investigation and skills and experience.	Essential	
			A member of Samoa Institute of Accountants or a member of a recognized Professional Body.	Essential	
			Have good knowledge and experience in the government Procurement and Tender processes.	Essential	
			Demonstrated ability to collaborate, network, negotiate and engage effectively with other staff members and with external stakeholders in issues pertaining to the operations of the Authority	Essential	

		Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards	Essential	
		Excellent knowledge of PFM Act 2001, Public Bodies Act 2001, and other relevant Acts to Land Transport Authority.	Essential	
		Proven experience in managing and leading a team, problem solving, strategic planning and performance management	Essential	
		Excellent knowledge in Word, Excel, Spreadsheets, MYOB or any other software	Desirable	
		Excellent skills in written reports and verbal communication (both Samoan and English)	Desirable	

		Competencies	
		1	Honesty and trustworthy
		2	Team building
		3	Flexible while using Common Sense
		4	Relationship establishment with customers & clients
		5	Integrity
		6	Punctuality
		7	Responsible, Listen and Respond
		8	Respectful
		9	Awareness and Sensitivity
		10	Demonstrate sound work ethics

Prepared by:	Human Resource
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