

**Land Transport Authority
Job Description**

Date:	July 2022	Position Title:	Principal Compliance, Risk & Asset Auditor
Division:	Internal Audit Division	Classification Level:	G7/S1-G8/S7 (\$42,126.64-\$65,875.99 p.a.)
Report To:	Internal Audit Manager		
Report Structure:	The Internal Audit for the effective and efficient of risk management, compliance measures & Asset to ensure the achievement and sustainability of the LTA's business goals and objectives.		
Primary Objective			
	Assist in supervision of Compliance measure standard according to IFRS & IAS also shall identify the important of audit areas through a risk assessment exercise and shall adopt a system and process focused methodology in conducting audit procedures for Asset and report to the IA manager for decision making. To contribute in the Authority overall vision through compliance risk & asset audit.		
Responsibilities			
1	Lead and manage the implementation of compliance audit for all division of the Authority to ensure all employees are complying as per LTA policy.		
2	Review systems of internal controls in compliance with relevant legislations, policies and regulations and report to the Manager IA on the progress and results of review.		
3	Undertake internal audits approved in the Authority annual working plans or special Requests/investigation from the Internal Audit Committee and Management.		
4	Assist Manager IA on the implementation and execution of the Internal Audit strategic and annual plans.		
5	Assist with risk assessments and reviewing Risk Assessment Framework.		
6	Report to the Internal Audit Manager on the progress and results of compliance, operational, financial audits.		
7	Conduct investigations and report on the progress and results of investigation.		
8	Assist the Manager IA on capacity building programs for the internal audit staff.		
9	Assist with Internal Audit Manager on capacity building programs for the internal audit staff.		
10	Maintain internal audit work plans and provide update to the Internal Audit Manager - weekly basis		
11	Any other legal duties as directed from time to time		

Selection Criteria		Essential/ Desirable	Weighted
Qualification	Minimum qualification of a Bachelor Degree in Accounting or Finance or equivalent from a recognized University	Essential	
Work Experience	Have at least 5 years of auditing and/or accounting experience.	Essential	

Knowledge & Skills	Have excellent skills and experience in Auditing.	Essential	
	Have good investigation skills and experience.	Essential	
	Proven experience in managing and leading a team, problem solving, strategic planning and performance management.	Essential	
	Excellent skills in writing reports and verbal communication. (both Samoan and English)	Essential	
	A member of the Government of Samoa Internal Audit Forum or Samoa Institute of Accountants or any Auditing Professional Body.	Essential	
	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering and transport database.	Essential	
	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timeline in accordance with acceptable quality and ethical standards.	Essential	
	Demonstrated ability to collaborate, network, negotiates and engages effectively with Divisional employees, Managers and with external stakeholders in issues.	Essential	
	Demonstrated ability to perform critical analysis and initiate related policy interventions where necessary and provide strategic advice to the Internal Audit Manager on Compliance, Risk & Asset management.	Essential	
Other Criteria	Excellent knowledge of PFM Act 2001, Public Bodies Act 2001, and other relevant Acts to Land Transport Authority.	Essential	

Competencies	
1	Leadership
2	Strategic
3	Goals and Achievements
4	Planning and Implementation
5	Accountable and Transparent
6	Policy and Regulatory Metrics
7	Flexible/use of common sense
8	Integrity & Perseverance
9	Physically Fit
10	People Management