

Land Transport Authority

Job Description

Date:	December 2021	Position Title	Senior Internal Auditor
Division:	EXECUTIVE DIVISION	Classification Level	G5/S1 – G6/S7 \$26,817.16 - \$40,695.00
Directly Supervises			
Reports to:	Manager Internal Auditor with the supervision of Principal IA		

Primary Objective	
	Executive Internal Audit Activities, coordinate specific processes to support the implementation and executive 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 Audit Committee and CEO
2	Contributes to plan if audits or investigation assignments to be carried out , assists in the preparations of the internal audit plan divisional annual work plan
3	Assist with Pre-auditing of all payments and procurement of assets
4	Assist in investigations and report on the progress and results of investigation
5	Assist with Principal Internal Auditor on the implementation and executive of the Internal Audit Strategies and annual plans
6	Assist with the assessing risks and reviewing Risk Assessment Framework for Land Transport Authority
7	Lead and Manage audit teams performance, audit assignments and report the results to Principal internal Auditor
8	Assist with maintaining internal audit work plans and provide update- weekly basis
9	Assist with checking and reviewing all supporting documents for service contractor's monthly claims
10	Assist with review and check of fortnightly payroll, update leave records and report results to Principal Internal
11	Assist with Internal Audit Committee and Internal audit site visits for road works in Upolu and Savaii
12	Assist and conducting audit spot check
13	Any other work or task assigned by Principal or Manager from time to time

Selection Criteria		Essential - Desirable	Weighting
Qualification	Minimum qualification of a Degree in Accounting or Business Management or Finance or an equivalent qualification from a recognized institution	Essential	
Work Experience	Have at least four (4) years of auditing and/ or accounting	Essential	
Knowledge and Skills	Have excellent skills and experience in Auditing and Pre-auditing of payments and procurement	Essential	
	Have excellent skills and knowledge in investigation		
	Have good knowledge and experience in the government procurement and tender process		
	Proven experience in managing and leading a team, problem	Essential	

	solving , strategic planning and performance management		
	Demonstrated excellent leadership , supervisory skills and works with minimum supervision	Essential	
	Excellent Knowledge of PFMA Act 2001, Public Bodies Act 2001, and other relevant Acts to Land Transport Authority	Essential	
	Excellent knowledge in Word , Excel , MYOB Spreadsheets or and other related software	Essential	
	Excellent skills in written reports and verbal communication (both Samoan and English)	Essential	

Competencies

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

Prepared by:	Internal Audit (LTA)
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