

Land Transport Authority

Job Description

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| Date: | November 2023 | Position Title | Manager Internal Audit |
| Division: | Internal Audit | Classification Level | ACEO Level (3 Year Contract) |
| Directly Supervises | Internal Audit Division | | |
| Reporting Structure | The Chief Executive Officer for the effective and efficient leadership of the Internal Audit Division | | |

Primary Objective

Provides strategic direction, manage and execute the Internal Audit Activity, coordinate specific processes to support the implementation and execution of the Audit Plan, pre-audit, monitoring compliance, preparing the 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

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| 1 | Responsible for the overall management of the Internal Audit activities to ensure effective and efficient delivery of audit and investigation services. |
| 2 | Finalize and report to the Chief Executive Officer and Audit Committee on the progress of Internal Audit activities and operations through monthly and quarterly reporting. |
| 3 | Review existing policies, regulations and systems. Recommend changes and improvements where relevant and formulate new policies/regulations/system to ensure the effective implementation of the Authority's activities and compliance with legislations and regulations. |
| 4 | Provide high standard of leadership and management and actively participate as part of the Leadership and Management Team in decision-making and governance processes of the Authority. |
| 5 | Coordinate, facilitate and monitor divisional plans to ensure the achievements of planned targets corresponding to objectives and strategies in the Corporate Plan, Strategic Annual Management Plan, and the Annual Budget. |
| 6 | Design a Risk Based Audit Methodology and Audit Charter/Manual. |
| 7 | Ensure timely and accurate monthly IA reports to all Output Managers to assist them in monitoring and supervision. |
| 8 | Apply audit methodology to systems by testing and assessing the adequacy and appropriateness of systems of internal controls. Identify weaknesses and draft recommendations for improvement. |
| 9 | Conduct regular reviews of internal control systems to ensure transparency, accountability and compliance. |
| 10 | Prepare audit reports on audit examinations/investigations and submit to the Chief Executive Office and Audit Committee. |
| 11 | Conduct special audit and investigations upon request of the Chief Executive Officer and Audit Committee. |
| 12 | Conduct routine audits and checks of the staff payroll and fixed asset registers. |
| 13 | Conduct routine audits and checks on major computer-based systems to determine adequate controls are incorporated in the systems, thorough testing is performed at appropriate stages and system documentation is complete and accurate. |
| 14 | Conduct training when requested by the Audit Committee |
| 15 | Represent the Chief Executive Officer in Government committees and any other duties as directed |

| Selection Criteria | | Essential - Desirable | Weighting |
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| Qualification | Must have a degree with majors in accounting and or a relevant field from a recognized tertiary institution | Essential | |
| | Must be a CPA or an equivalent from a recognized Institution | Essential | |
| Work Experience | Must have at least 5 years of experience in an Accounting position, 3 years of which at a Senior Auditing position | Essential | |
| Knowledge and Skills | Demonstrated ability to perform critical analysis and initiate policy interventions, provide strategic advice to the CEO and Audit Committee | 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 | |
| | Demonstrated ability in written and oral communication in English and Samoan, analytical skills, decision-making, report writing and interpersonal skills | Essential | |
| | Should be computer literate and has proven experience in Microsoft programs – word, excel, PowerPoint, outlook and other programs will be an advantage. | Essential | |
| | Excellent verbal/written communication skills and interpersonal skills in Samoa and English | Essential | |
| | Have sound knowledge of the following legislations; <ul style="list-style-type: none"> • LTA Act 2007, • LTA Regulations, • Public Finance Management Act 2001, • Public Bodies Performance and Accountability Act 2001, • Ministry of Works Act 2002, • Labor and Employment Act 2003, • Public Service Act 2004. | Desirable | |

| Competencies | |
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| 1 | Personal Organization and Planning |
| 2 | Integrity/Flexible/Common Sense, Trustworthy |
| 3 | Financial Accountability |
| 4 | Perseverance in the analysis of issues |
| 5 | Physically fit |
| 6 | Ability to place details in a wider context |

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| Prepared by: | Human Resource |
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