

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Assistant Internal Auditor	Position Type:	Fulltime
Department:	Audit, Risk & Governance	Salary scale:	Band
Location:	Suva	Region	Central
Directly Reporting To:	1. Manager Audit, Risk & Governance 2. Senior Internal Auditor	# of Reports:	2

Organization Summary

The Fijian Competition & Consumer Commission (FCCC) is an independent statutory body established under Section 7 of the FCCC Act 2010 that promotes effective competition and informed markets, encourages fair trading, protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

Purpose of the Role

The Assistant Internal Auditor, while working closely with the Internal Audit Team, is responsible for performing audit fieldwork, documenting results, and assisting in the evaluation of internal controls. The incumbent will also be required to examine our compliance level with relevant policies, procedures, rules, and regulations set under all relevant laws and present audit findings and recommendations to provide strategic direction to FCCC. This role provides exposure to various business operations and the opportunity to develop audit and risk management skills.

Nature & Scope

The operational focus will be on:

- Assurance & Oversight
- Independence and Objectivity
- Regulatory Compliance & Legal Adherence
- Risk Management
- Fraud Detection and Prevention
- Designing and executing audit programs
- Supporting board committees
- Formulating Strategy & Concepts.

Key Result Areas (KRA's)

- Audit Planning & Execution
- Risk Identification & Assessment
- Compliance & Governance Support
- Process Improvements
- Reporting and Communication
- Professional Development
- Data Analysis
- Compliance with laws, regulations, contracts, policies, and procedures.

Key Accountabilities

The Assistant Internal Auditor is accountable to the Board for professional and administrative work required to assist FCCC in achieving its stated objectives in its Strategic Plan. The Assistant Internal Auditor will be required to perform professional-level Internal Audit work to ensure compliance with FCCC's governance framework, policies and procedures, or sound public sector practices as benchmarks. The Assistant Internal Auditor must.

Audit Planning & Execution

- Assist in planning and conducting internal audits.
- Perform control testing and document findings accurately.
- Support preparation of audit working papers and evidence trails.
- Deliver timely draft/final reports for senior auditor review.

Risk Identification & Assessment

- Contribute to identifying risks in processes, systems, and transactions.
- Highlight emerging risks during audit fieldwork.
- Support development of risk matrices.

Compliance & Governance Support

- Ensure adherence to organizational policies, procedures, and regulatory requirements.
- Assist in monitoring compliance with statutory obligations.
- Provide input into governance documentation and policy reviews.
- Track corrective actions and follow up on implementation.

Process Improvements

- Suggest efficiency improvements based on audit observations.
- Document best practices and benchmark against industry standards.
- Support automation or digitization initiatives in audit processes.

Reporting & Communication

- Prepare clear, concise audit notes and summaries.
- Ensure any reports submitted are of industry and organizational standards with minimal errors.
- Assist in drafting audit committee reports and management updates.
- Communicate findings to your supervisors.
- Maintain confidentiality and integrity in reporting.

Others

- Monitor and track the implementation of audit recommendations to ensure corrective actions are taken.
- Assist in conducting investigations as and when required.
- Ensure that the entire audit process is followed during an audit.
- Stay updated on new audit tools, techniques, and best practices.
- Coordinate with external auditors, regulators, and other relevant parties.
- Coordinate the development of FCCC's policies, including recommendations for business improvement/process re-engineering where appropriate.
- Ensure all Occupational Health & Safety procedures are followed according to the Health and Safety at Work Act 1996 while carrying out hazardous work outside or within the office premises.
- Ensure all hazards concerning the area of work are highlighted to the Department Manager.
- Ensure innovation, continuous improvement, and business excellence strategies are implemented on a random basis to achieve the desired outcome of FCCC.
- FCCC's operations are ad hoc and work beyond the normal course of duties as and when assigned.
- Any other task assigned by your department manager.

Key Performance Indicators (KPI's)

Refer to the Annual KPI set every financial year

Qualification

Applicants must have a Bachelor of Commerce in Accounting, Finance, or a related discipline, with at least 2 years of experience in the auditing and accounting field and possess sound knowledge of auditing standards and practices. Membership in IIA and FICA would be an added advantage. This position is based at our Suva Head Office.

Knowledge and Experience

- 2 years of experience in a similar role will be considered for the role
- Familiar with auditing standards, internal controls, risk management, and compliance.

- Problem-solving and Innovative.
- Dynamic and Influential.
- Strong communication and diplomacy skills are required to guide, influence, and convince others.
- Able to live up to FCCC Values.

Skills and Abilities

- Attention to detail and strong analytical skills.
- Effective written and verbal communication skills.
- Ability to manage time effectively and prioritize tasks.
- Integrity and ability to handle confidential information.
- Technical skills (Auditing and Accounting)
- A solutions-oriented mindset, with a focus on improving governance and regulatory compliance processes.

Risk and Compliance

- Timely submission of reports/information papers
- Corporate Governance
- FCCC Act 2010
- Health and Safety at Work Act 1996
- Other Relevant Laws, Acts, Codes, and Regulations

Key Challengers / Success Factors

- Carry out an effective internal audit function to ensure the organization is not exposed with issues of governance and risk.

Internal / External Relationships

Internal

- Board, CEO, GMs, and all Managers.
- All staff

External

- Other relevant stakeholders
- Other relevant Government Ministries and local Institutes

Authority Level

Financial Authority Level

Not Applicable.

Human Resources

Through the Human Resources Self Service Portal (myHRhub), you are required to manage your personal details together with Leave Management, while ensuring the Organizational Human Resources Policies are always followed.

Proviso

The Job Description and KRAs in this contract, with a view that upon review at any time within the contractual period engaged with FCCC, it can be altered, changed, or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, Department Manager, and Human Resources.

APPROVAL and ENDORSEMENT

Name of Incumbent:	Date:	Signature:
Name of Department Manager:	Date:	Signature:
Manager Human Resources & Training Name	Date:	Signature:

Note: These responsibilities are not exhaustive. From time to time, it may be necessary to change the position requirements in response to the changing nature of our work environment, including technological requirements or statutory changes. Such change may be initiated as necessary by your manager, executive management or Board and will be discussed with you.