

JOB DESCRIPTION

Incumbent Name:		Emp No:	
Job Title:	Internal Auditor	Position Type:	Fulltime
Department:	Audit, Risk & Governance	Salary scale:	Band 5
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 Internal Auditor is responsible for executing internal audit assignments in compliance with international auditing standards. While reporting to the Manager Audit, Risk & Governance, the incumbent is responsible for evaluating and improving the effectiveness of the organization's risk management, control, and governance processes. Conduct audits in accordance with the organization's policies and international auditing standards, ensuring that internal operations are efficient, risks are minimized, and compliance with applicable regulations is maintained.

Nature & Scope

The operational focuses 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)

- Strategic Support to Senior Management
- Audit Planning and Execution
- Reporting and Communication
- Follow-Up on Audit Recommendations
- Risk Management
- Audit findings and reporting.
- Stakeholder engagement
- Follow-up and remediation of audit issues.
- Data analysis.
- Compliance with laws, regulations, contracts, policies, and procedures.

Key Accountabilities

The Internal Auditor is accountable to the Board for professional and administrative work required to assist FCCC in achieving its stated objectives in the Strategic Plan. The 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 Internal Auditor works closely with management to ensure the organization meets its financial, operational, and regulatory objectives. The Internal Auditor must:

Audit Planning & Execution

- Develop annual and risk-based audit plans.
- Scope audits to cover financial, operational, compliance, and IT audits.
- Lead audit fieldwork, control testing, and evidence collection.
- Ensure audits are completed within set timelines.

Risk Management & Assurance

- Identify and assess organizational risks across strategic, operational, financial, and reputational areas.
- Support development of risk matrices
- Provide assurance on risk mitigation strategies and their effectiveness.
- Advise management on emerging risks and mitigation measures.

Governance & Compliance Oversight

- Ensure compliance with statutory, regulatory, and internal requirements.
- Support audit committees and board reporting.
- Recommend improvements to strengthen accountability and transparency.
- Track corrective actions and follow-up on implementation.

Reporting & Stakeholder Engagement

- Draft clear, concise, and impactful audit reports.
- Ensure any reports submitted are of industry and organization standard with zero errors.
- Present findings and recommendations to senior management and boards.
- Track management action plans and follow up on remediation.
- Build trust with stakeholders through professional communication.

Process Improvement & Advisory

- Identify inefficiencies and recommend process enhancements.
- Benchmark practices against industry and regulatory standards.
- Promote adoption of best practices across the organization.

Professional Development & Team Leadership

- Stay updated on audit methodologies, governance trends, and regulatory changes.
- Drive continuous improvement in audit practices.
- Uphold ethical standards and independence in all engagements.

Others

- Conduct investigations upon instruction from the Manager, Audit, Risk & Governance
- Advise on process improvements to enhance efficiency, reduce costs, and streamline operations.
- Build strong relationships with internal and external stakeholders to promote transparency and open communication.
- 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 prior to the Department Manager.
- Ensure Innovation and continuous improvement and business excellence strategies are implemented on a random basis to achieve the desired outcome of FCCC.
- May work for longer hours during audit periods to meet certain targets.
- 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 with a Post Graduate Diploma or Bachelor of Commerce in Accounting, Financial Management or related discipline with at least 3 years or more audit experience with professional competency and possess strong understanding of Internal Audit Standards, Risk Management, Governance Codes and practices & Internal Control Frameworks are encouraged to apply. Applicants with membership in IIA, CPA and FICA would have an added advantage.

Knowledge and Experience

- 3 years or more experience in a similar role.
- Risk Management
- Internal audit management
- Corporate governance
- Experience working with boards, senior executives, or in legal/governance advisory roles.
- Dynamic and Influential.
- Audit automation and investigation techniques.
- Problem-solving and Innovative.
- Strong communication and diplomacy skills are required to guide, influence, and convince others.
- Impact and credibility within all levels of FCCC operations and ability to deliver.
- Project Management and Monitoring and Evaluation
- Able to live up to FCCC Values

Skills and Abilities

- Good communication skills.
- Strong analytical and problem-solving abilities to assess complex business processes.
- Familiarity with IIA's International Standards for the Professional Practice of Internal Auditing
- Able to meet deadlines and can work under pressure.
- Ability to stand his/her ground when seeking information.
- Technical skills (Auditing and Accounting)
- Ability to write clear, concise, robust, and balanced Audit reports.
- Management skills and Conflict Management
- 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

- To carry out an effective internal audit function to ensure the organization is not exposed to issues of governance and risk.
- Ability to interpret and analyze complex data.
- Ability to write clear, concise, robust, and balanced audit reports.

Internal / External Relationships

Internal

- FCCC Board
- CEO, GM's, and all Managers.
- All staffs

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 KRA's 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 or General Manager and will be discussed with you.