



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS.POSITION NO:	REF.NO: DFIAEX.040
OFFICE/AGENCY: LEVEL 9, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: INTERNAL AUDITOR – AC REQUEST	GRADE: 12
DIVISION: INTERNAL AUDIT & COMPLIANCE DIVISION	LOCAL DESIGNATION INTERANL AUDITOR – AC REQUEST	
BRANCH: INTERNAL AFFAIRS	REPORTING TO: SENIOR AUDITOR – Performance Review	POS.NO: DFIAEX.039
SECTION: AC REQUEST	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	July 2024	Revise, rename, reclassified

2. PURPOSE

To organize and manage annual internal audit program and to lead, plan, organize and carry out the internal audit review in accordance with IACD Internal Audit Policy and Guidelines.

3. DIMENSIONS

The Internal Auditor – AC Request reports to Senior Auditor – Performance Review and has no subordinates.

4. PRINCIPAL ACCOUNTABILITIES

- To assist the team leader (who may be the AS Audit, Principal Auditor or Senior Auditor) in developing the work plan of the assigned audit reviews;
- Develop and execute the Investigation assignments;
- Prepare audit work papers and document the audit work in accordance with IACD Policy and procedures that meet professional standards;
- To efficiently report findings and prepare reports to AS Audit and FAS IACD for review;
- Provide support and perform tasks as requested by the superiors for the effective and efficient operation of Branch;
- To effectively provide support to the Audit Committee.

- Assisting the First Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware the with change in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- Contribute to the alignment of personal goals with divisional goals in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being;
- Limited resources may constrain resourcing and development capacity, in addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations;
- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities. This includes the Integrated Financial Management Systems (IFMS).



9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- Bachelor's Degree in Accounting, Commerce, and Business Administration or in relevant discipline from a recognised university or learning Institutes;
- Must be a registered/certified member with CPA Accounting body;
- Professional experience in all areas of business and financial management;
- Have 2-4 years of Auditing experience in Public Sectors/Agency;
- A substantial amount of relevant work experience in public sector setting.

Knowledge:

- In-depth knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- High level knowledge of Microsoft Office program including Word, Excel and PowerPoint;
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- In depth knowledge of IFMS

Skills and Abilities:

- High level of professional communication and interpersonal skills both oral and written;
- Effective management and task delegation skills at all levels;
- Team work player;
- Ability to solves problems;
- Strong ability to manage multiple tasks, priorities and meet deadlines
- Ability to work without supervision and to demonstrate strong work ethics and personal maturity

NOTE: This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **INTENAL AUDITOR - AC**