



## **JOB DESCRIPTION - INTERNAL AUDITOR**

### **Primary Job Purpose**

The Internal Auditor will work under the guidance of the Chief Executive Officer of Biosecurity Authority of Fiji (BAF) and the Executive Office. The incumbent will be responsible to provide advice on internal control by planning, executing and reporting on operational, financial, regulatory and compliance related audits/reviews for BAF through the Executive Office. In addition to this, the Internal Auditor is responsible for executing internal audits for all departments of BAF and examines the BAF's compliance with policies, procedures, rules and regulations set under all relevant laws and present audit findings and recommendation to provide strategic direction to BAF. The incumbent will also be tasked to identify gaps in compliance, seek a response by the respective managers and/or supervisors before tabling a report to the Office of CEO.

### **Principal Accountabilities**

The Internal Auditor will be responsible for the following activities:

- Prepare and or review audit charter
- Prepare annual audit plan and implement.
- Plans and carryout financial, regulatory, compliance and operational audits and reviews.
- Conducts risk assessments, identifies controls in place and implement corrective action plans to mitigate risks.
- Performs audit procedures to verify that controls are operating through testing and interviewing techniques with process workers & owners.
- All documents that requires financial approval by CEO, has to be vetted and cleared as per BAF's Financial Policies and Regulation by the Internal Auditor. This has to be done in a timely fashion without any disruptions to daily operational works.
- To provide the Audit Manual and Plan with weekly, monthly, quarterly and yearly program of activities through risk based audit methodology.
- Identifies control gaps and opportunities for improvement and analyze the effectiveness and efficiency of controls being implemented.
- Documents the results of audit work in accordance with Generally Accepted Accounting Principles (GAAP) and Fiji Accounting Standards.
- Compile and submit timely report on audit results to Finance and Audit Sub - Committee and CEO.
- Submit reports to CEO and where required to board through office of CEO
- Provides advice on internal control and participates in enhancing internal audit standards and practices within BAF by assessing compliance to BAF's internal audit policies.
- Provide training and technical support to management and employees regarding risk management strategies and internal audit programs.

### **Knowledge and Eligibility**

- A Bachelor's Degree in Accounting or related field (OR equivalent work experience);
- At least combination five (5) years of related work experience;
- Member of FIA and or CPA will be an added advantage and
- Applicant must have a good working knowledge of auditing/fraud policies.

### **Skills and Ability**

- Proven track record in audit analysis and compiling reports is essential.
- Make effective and timely decisions based on consideration of the facts and alternatives available, recognizing the impacts of the decisions on all parties.
- Demonstrate analytical and problem solving skills with an ability to think strategically and holistically
- Ability to meet deadlines, manage several task simultaneously and have attention to detail
- Should have ability to manage a small team of officers and assistant investigators
- Experience of investigative work and exposure to work of other prosecution officers and legal counsel.
- Experience in formulating and implementing operational policies and guidelines
- Tenacity to seek out preventative fraud measures.
- Strategic planning, complex problem resolution and general management expertise.
- Outstanding communication and presentation skills.
- High level of interpersonal skills and integrity
- Ability to architect and drive change

### **WHERE TO SEND YOUR APPLICATION**

1. Visit our website [www.baf.com.fj](http://www.baf.com.fj) to access the Job Description and click on the link to apply.
2. Applicants are required to submit cover letter, curriculum vitae and at least 3 referees, academic certificates and transcripts while applying through the online recruitment portal.
3. Applications for Vacancy nos. 23/2025 – 29/2025 will close on Friday, 3rd October 2025 at 05:00pm.
4. Applications for Vacancy no. 30/2025 will close on Friday, 26th September 2025 at 05:00pm.

*Please note that only shortlisted applicants will be contacted. If you have not been contacted by BAF, then your application has not been successful and we thank you for your interest in applying.*

**BAF IS AN EQUAL OPPORTUNITY EMPLOYER**