



Solomon Islands National University Job Description	
Title	Senior Internal Auditor
Incumbent Name	
School/Department	Vice Chancellor
Band	B4.1
Category	Support Staff
Reports to:	Vice Chancellor
Location/Campus	Vice Chancellor Office, Kukum Campus
Summary of Duties of Section:	
<p>The Internal Audit sections is responsible for adding value and improve SINU operations by bringing a systematic and disciplined approach to the effectiveness of risk management, control, and governance processes The unit also protect assets for the University, ensures compliance with the internal procedures, and maintains knowledge in conjunction with University Policies and Procedures</p>	
Main Duties and Responsibilities	
Key tasks	<ul style="list-style-type: none"> • Prepares documentation on financial application processes and procedures, as well as maintains documentation to include any updates or changes to processes. • Implement financial processes and procedures to ensure that the systems are correctly setup for data entry. • Oversees the procurement process for the University and ensures that University procurement is conducted effectively and efficiently providing value for money for the University. • Ensures that all information from the Schools and Divisions, including BICS are processed in an accurate and timely manner on the financial systems. • Ensures the Finance complies with internal regulations and established control protocol. • Examines documentation, including reports, statements, records, and memos to gather information.

	<ul style="list-style-type: none"> • Reconciles documentation with actual inventory or assets to ascertain accuracy. • Completes standard paperwork and questionnaires to confirm internal controls. • Participates in meetings with and departments to update auditors on findings and the audit process. • Prepares reports and preserves documentation pertaining to audits for internal record • Makes recommendations for the best ways for a company to avoid fraud and reduce waste. • Assesses best financial practices for SINU and makes relevant, informed suggestions. • Keeps up-to-date on audit procedures and regulations by attending conferences, workshops, and continuing education seminars. • Assists with the Budget process.
<p>Dimensions</p>	<p>Problem solving and impact</p> <ul style="list-style-type: none"> • To resolve problems affecting the management accounts of day to day business in accordance with University’s Finance Regulations and policies. • To make decisions regarding the operational aspects Administration and Human Resource Management within the Section. • To contribute to decisions, that has an impact on other related school /Department activities. <p>Resource management</p> <ul style="list-style-type: none"> • To contribute to the overall management accounting of the University information and reporting, budget maintenance and business planning. • To alert the Director Finance to any issues of accounts and budget management within the University. • To contribute to the management of quality, audit and other external assessments. <p>Working Environment</p> <ul style="list-style-type: none"> • To balance the competing pressures knowledge transfer, administrative demands and deadlines. • To skillfully work cross departments and functions in the resolution of management accounting issues. • To take responsibility for conducting risk assessments and reducing hazards to staff working under his/her responsibility. • To engage in continuous professional development. • To understand and apply the principles of equality of opportunity in a support staff context. <p>Decision Making Authority</p> <ul style="list-style-type: none"> • Provision of advice to staff working under his/her supervision. • Assistance in the allocation of workload for area.

	<ul style="list-style-type: none"> • Maintenance of management accounting information and reporting of discrepancies.
General Responsibilities	<ul style="list-style-type: none"> • To adhere to the University's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for own health and safety and that of colleagues. • To undertake other such other duties as may be reasonably expected. • To ensure a healthy and comfortable working environment.
Qualifications required	Relevant Master's degree with 3 years post degree industrial experience OR a relevant high quality Post-Graduate Diploma with 5 years post-PGD relevant industrial experience , OR a relevant high quality Bachelor Degree with at least 7 years post-degree relevant industrial experience,
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • A Master in accounting and finance or Minimum of Bachelor Degree. A professional membership certificate as CPA would be an advantage. • Sound working knowledge financial management information systems. • Good verbal and written communication skills including report writing, active listening, flexibility, critical thinking, and the ability to multi-task and ensure effective time management. • Sound decision making and reasoning skills, and ability to develop ideas to solve problems and conduct operations analysis and quality control analysis. • Sound and effective interpersonal and work leadership skills to provide guidance to other personnel. • Minimum of 5 years' experience in a supervisory role.
Most frequent Contacts	<p>Director Finance Senior Executive management Deans, Directors and Managers Accounting Systems Providers Other stakeholders</p>
Document History	
Approval Date/ Date of Classification	June 17 th 2018
Review Date	
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Signatures	
HR Officer	

Employee	
Director HR	

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Terms and Conditions for Band 4 of the University Salary Structure

Employment Type:	Three (3) years Fixed Term
Salary Range	SBD\$100,000 – SBD\$170,000 per annum gross before tax, commensurate with the University’s Qualification Requirements and Relevant experience.
Gratuity:	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
Housing:	Following confirmation of employment after six months of employment, the University may rent a house at rental value to be determined by University and/or according to the University’s Housing Policy. University housing through application and on availability of houses.
Annual Leave:	30 Calendar Days per annum.
Leave Passage:	Entitled to annual return Air-fares for employee and legal dependants to nearest port-of call of employee’s home village with travel assistance of \$2000.
Other benefits:	Other conditions and benefits according to SINU Staff terms and conditions of Employment

Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position