



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 Unit is responsible for adding value and improving SINU operations by bringing a systematic and disciplined approach to the effectiveness of risk management, control, and governance processes. The Unit also protects assets for the University, ensures compliance with internal procedures, and maintains knowledge in conjunction with the 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 set up for data entry. • Oversees the procurement process for the University and ensures that procurement is conducted effectively and efficiently providing value for money for the University. • Ensures that all information from the Faculties, Schools and Divisions, including BICS, is 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 inventories or assets to ascertain accuracy.• Completes standard paperwork and questionnaires to confirm internal controls.• Participates in meetings with faculties and departments to update auditors on findings and the audit process.• Prepares reports and preserves documentation pertaining to audits for internal records.• 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 knowledge and information on audit procedures and regulations by attending conferences, workshops, and continuing education seminars.• Assists with the Budget process.
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Dimensions	<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 the University’s Finance Regulations and Policies. • To make decisions regarding the operational aspects of Administration and Human Resource Management within the Unit. • To contribute to decisions, that have impacts on other related Faculties, Schools /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 of 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 of knowledge transfer, administrative demands and deadlines. • To skillfully work across faculties and 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 the area.
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	<p>☐ Maintenance of management accounting information and reporting of discrepancies.</p>
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	<p>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’s Degree with at least 7 years post-degree relevant industrial experience.</p>

Experience	Essential: <ul style="list-style-type: none"> • A Master's in Accounting and Finance or a Minimum Bachelor's Degree. A professional membership certificate as CPA would be an advantage. • Sound working knowledge of 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	Director of Finance Senior Executive Management Deans, Directors and Managers Accounting Systems Providers Other stakeholders
Document History	
Approval Date/ Date of Classification	June 17 th 2018
Review Date	
Revision History	Version 1 – 17.06.2018
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 employees biannually, in June and December.
Housing:	Following confirmation of employment after six months of employment, the University may rent a house at the rental value to be determined by University and/or according to the University’s Housing Policy. University housing is through application and on the availability of houses.
Annual Leave:	22 Calendar Days per annum.
Leave Passage:	Entitled to annual return Air-fares for employee and legal dependents to the nearest port-of-call of employee’s home village with travel assistance of \$2,000.
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 before taking up the position