



## **ROLE DESCRIPTION: ASSISTANT AUDITOR**

### **CORPORATE INFORMATION**

1. **Position Level** : Salary Band E
  2. **Salary** : \$20,506.50 - \$25,877.25
  2. **Duty Station** : Suva, with responsibility for all other divisions
  3. **Reporting Responsibilities:**
    - a) **Reports to** : Registrar of Companies
    - b) **Liases with** : Ministry staff, other ministries/departments and all relevant stakeholders
    - c) **Subordinates** : Nil
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### **POSITION PURPOSE**

The position will support the auditing and financial review functions within the Registrar of Companies to ensure compliance with financial regulations, internal controls, and best practices. The role involves assisting in audits, reviewing financial records, and preparing reports to enhance accountability and efficiency.

### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the following key duties:

1. Assist in conducting audits of financial statements and internal processes to ensure compliance with relevant laws and regulations;
2. Examine accounting records, financial statements, and transactions to detect inconsistencies or irregularities;
3. Verify that corporate filings, financial statements, and statutory documents comply with the Companies Act and other regulatory requirements;
4. Assist in monitoring and reporting on compliance with financial and operational procedures;
5. Prepare audit working papers, summaries, and reports for review by Registrar of Companies and assist in drafting audit findings and recommendations for process improvements;
6. Liaise with companies and stakeholders regarding audit findings and compliance requirements and assist in responding to inquiries relating to audit findings and financial reporting;
7. Support the development and implementation of improves audit procedures and keep updated with changes in financial regulations and auditing best practices and
8. Actively contribute to the Ministry and corporate requirements, including planning, budgeting and human resource activities where required.

### **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following instructions:

1. Conduct audit in accordance with the Audit Plan and within the agreed timeframes;
2. Audit issues are followed up and corrective actions are implemented.
3. All reports submitted within the agreed timeframes, and meet the standard of reporting requirements; and

4. Client service standards are achieved.

### **PERSON SPECIFICATION**

In addition to a bachelor's degree in accounting, Finance, Auditing (or equivalent), the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are set out below.

### **KNOWLEDGE AND EXPERIENCE**

1. At least 1-2 years of relevant auditing or work experience in a similar role;
2. Knowledge of administrative and financial legislation, regulations, policies and procedures;
3. High proficiency with Microsoft Office applications and demonstrated computer skills.
4. Experience in managing a high-level workload with competing priorities; and

### **SKILLS AND ABILITIES**

1. Strong analytical and problem solving skills;
2. Attention to detail and high level of accuracy;
3. Excellent communication, interpersonal and representational skills with the ability to communicate with people from diverse backgrounds;
4. Demonstrated commitment to teamwork and the construction of a supportive, collaborative work environment;
5. Possesses a pro-active and professional attitude, able to prioritise and multi-task;
6. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

### **PERSONAL CHARACTER AND ELIGIBILITY**

All applicants for employment in the Ministry of Justice must be of good character, with a background that demonstrates their commitment to the public service values contained in the Constitution of the Republic of Fiji. Applicants must also be Fijian Citizens, aged below 60 years, in sound health, with a clear police record.

The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Ministry of Justice is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.