



JOB VACANCY NO: 02/21

The Central Bank of Solomon Islands is seeking applications for a suitably qualified, experienced with highly trusted and self-motivated person to fill the position of **Assistant Internal Auditor** currently vacant in the **Internal Audit Unit**.

Expected Outcomes:

To provide a full range of financial, compliance Information technology and other Operational audits, business advisory, consultation services, investigative, internal control evaluation, accountability and use of resources. Work is performed within the mandate, functions, goals and values and aspirations of the Central Bank of Solomon Islands, the CBSI Act, CBSI Internal Charter, the Financial Institutions Act, International Internal Auditing Standards & Framework, Internal Administrative regulations, Controls and Risk Management systems and procedures. The position requires the good exercise of independent professional judgment, quality, ethical duty of care to all stakeholders.

Other expected roles/responsibilities of the Assistant Internal Audit as follows:

- *Develop the engagement plan as per Annual Risk Based Internal Audit Plan.*
- *Prepare an engagement work programme.*
- *Audit draft report produced to communicate the results of the IA engagement at the end of each engagement.*
- *Ensure that the general audit observation (on risk, control, governance, compliance effectiveness and efficiency, including audit recommendation(s) are attested, corroborated and agreed to by the responsible department/section management and staff.*
- *Assist to ensure that scheduled quarterly Board Audit Committee Meetings are effectively and efficiently held.*
- *Assure the BAC and the Oversight Board that, the Management is committed in resolving all outstanding audit issues and ensure they are independently and appropriately evaluated for possible closure. Frequently make follow-up review on High Risk areas with responsible management.*
- *Ensure that the daily, weekly and monthly soiled notes currency transfer, processing and destruction, are physically verified, sighted and attended.*
- *Ensure that risk register and audit universe is updated at end of each engagement, or as and when necessary.*
- *Establish, Maintain and Promote high standard of Internal Audit Activity (IAA) within the Central Bank of Solomon Islands (Bank/CBSI).*

- *Assist and collaborate with the Finance & Accounts Department, External Auditors, Office of the Auditor General, and other stakeholders to ensure the good achievement of clean, well-coordinated and timely end of financial year External Audit (EA) of the Bank's Financial Statements and Disclosures.*
- *To effectively encompass what may be required to be performed to help achieve the goals and objectives of the Central Bank of Solomon Islands through the Internal Audit Function.*
- *Any other duties as may be required from time to time by **Manager, Internal Audit.***

Qualifications / Requirements:

The applicant must have the following qualifications

- Bachelor's Degree majoring in Accounting, (or Accounting & IT/IS combined), Commerce, Finance, with a minimum of two years accounting and or audit experience or,
- A Diploma qualification in the above fields with a minimum of three years audit experience.
- Work experience in the Internal Audit field, would be an advantage.

Applicants should possess the following competencies:

- Have strong analytical skills and ability to interpret financial data/information.
- Have strong communication skills and must be fluent in both oral and written English with the ability to express and present information precisely.
- Has the ability to plan and organize the audit duties based on risk assessment.
- Must be a team player with the ability to work co-operatively with a professional team,
- Has the drive to coordinate work schedules in order to meet deadlines and maintain clear focus on target and results required.
- Must be able work under minimal supervision with the capacity to identify what needs to be done and attempts to get it done.
- Able to be relied upon to carry out assigned duties responsibly and accurately.
- Able to adapt to work demand and pressure effectively and be able to work after hours as and when required.

Terms and Condition:

The position is Level 16 of the CBSI salary structure. Other normal benefits as per Terms and Conditions of Service of CBSI shall apply to the successful applicant.

Application:

Written application must include:

- An updated Curriculum Vitae,
- 2 reference letters, one of whom must be a former/current employer and/or your lecturer
- Certified copies of academic transcripts.
- A completed CBSI Recruitment Application Form (available on CBSI website or contact apeter@cbsi.com.sb to obtain a copy).

Incomplete Application will not be considered. Only shortlisted applicants will be contacted.

Application Due Date

All applications shall reach the Central Bank of Solomon Islands no later than **4.30 pm on 1st October 2021** and shall be address to:

The Secretary, Central Bank of Solomon Islands, P O Box 634, Honiara, Solomon Islands
or emailed to apeter@cbsi.com.sb or recruitment@cbsi.com.sb