



CENTRAL BANK OF SOLOMON ISLANDS

APPLICANT INFORMATION PACKAGE

POSITION SPECIFICATION	
POSITION TITLE:	Assistant Internal Auditor
REFERENCE NO.:	1/2023
DEPARTMENT:	Governor's Office
WORK UNIT:	Internal Audit Unit
REPORTS TO:	Manager, Internal Audit
LEVEL:	16
BASE SALARY RANGE:	SBD\$108,833.44 – SBD\$127,760.99
ESSENTIAL QUALIFICATION:	<ul style="list-style-type: none">• 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.
ESSENTIAL EXPERIENCE:	<ul style="list-style-type: none">• A minimum of two years accounting and or audit experience or,• Work experience in the Internal Audit field, would be an advantage.
ESSENTIAL PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Must be time conscious• Possess professional work ethics• Demonstrate self-discipline.
ESSENTIAL TECHNICAL COMPETENCIES	<ul style="list-style-type: none">• 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.

ESSENTIAL BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none"> • Can work under pressure without compromising quality of work output • Be a team player and be able to work well with IAU team and other CBSI officers • Leadership capability and skills • Good Public Relations skills • Punctual/good time keeper • Trustworthy and of a good behavior character • Be able to handle multi-task under pressure
JOB DESCRIPTION	
JOB SCOPE AND PURPOSE	<p>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.</p>
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • 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.**

HOW TO APPLY

To apply for the position, you will need to submit the following:

- (1) An introductory cover letter
- (2) A completed CBSI Recruitment Application Form (available on CBSI website or contact apeter@cbsi.com.sb to obtain a copy
- (3) A current Resume or Curriculum Vitae
- (4) Two Reference Letters
- (5) Certificated copies of academic qualifications and transcripts.

Incomplete Applications will **not be** considered.

All applications are to be addressed to:

The Secretary
Central Bank of Solomon Islands
P O Box 634
Honiara, Solomon Islands

Attention: Vacancy No. 1/2023

Application in sealed envelopes can be hand-delivered or posted by mail. Alternatively, applications can be submitted by email to: apeter@cbsi.com.sb copied to recruitment@cbsi.com.sb

CLOSING DATE FOR ALL APPLICATIONS –

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

For further enquiries, please visit the CBSI website at <http://www.cbsi.com.sb> or contact the Human Resource Office on telephone 21791 ext.1412 or email: apeter@cbsi.com.sb copy: jaiapu@cbsi.com.sb