



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Internal Auditor		
<b>Department:</b>	Treasury	<b>Section:</b>	Internal Audit
<b>Reports to:</b>	Chief Internal Auditor		
<b>Grade:</b>	Falkland Island Government – Grade D2	<b>Job Code:</b>	104IAA
<b>Job Purpose</b>			
To assist the Chief Internal Auditor in the delivery of the agreed audit plan, to ensure protection of all assets and interests and to promote efficiency, sound administration, best value for money and prevention of fraud.			
<b>Main Accountabilities:</b>			
<ul style="list-style-type: none"><li>• Plan, undertake and report on a range of audits without supervision across all departments of FIG and external bodies as required.</li><li>• Provide assistance to the Chief Internal Auditor in, or lead on, undertaking ad hoc audit work, research projects and investigations.</li><li>• In all cases responsibilities will include discussion and negotiation with staff at all levels within FIG, preparation of systems documentation supported by appropriate documentary evidence and the preparation of draft reports.</li><li>• Contribute statistical and performance information to the departmental and Directorate business plans.</li><li>• Supervise the Trainee Auditor on individual assignments as necessary.</li><li>• Provide detailed advice and support to FIG Officers on compliance with Financial Instructions, Management Code and Best Practice.</li><li>• Work with External Auditors to reduce duplication of effort and improve efficiency of both Internal and External Audit through joint working.</li><li>• Participate in and, when required, lead projects as agreed with the Chief Internal Auditor, including active membership of corporate working groups.</li><li>• Seek and build partnerships with officers in key departments.</li><li>• Deputise for the Chief Internal Auditor when required.</li></ul> <p><b><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></b></p>			



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Person Specification:	Internal Auditor		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Training:</b>			
Association of Accounting Technicians (AAT) Certified Accounting Technician (CAT) Institute of Internal Auditors Certificate in Audit and Risk (IACert), or Certified Internal Auditor (CIA), or equivalent qualification (recognised as being equivalent to NVQ Level 4)	✓		A
GCSE Maths and English to grade C or higher	✓		A
Part qualified or affiliate level membership of CCAB organisation (ACA, ACCA, CIPFA, CIMA)		✓	A
Chartered Internal Auditor (CMIIA)		✓	A
Recognised IT audit qualification		✓	A
Drivers licence		✓	A
<b>Knowledge, Skills and Experience:</b>			
5 years post qualification experience including demonstratable experience in the public sector	✓		A/I
Understanding of FIG's role in providing services to the people of the Falkland Islands	✓		A/I
Experience of auditing corporate governance, strategic and corporate risks, core financial systems and departmental / operational audits	✓		A/I
Demonstrable ability to apply Internal Audit's methodology to a range of standard and complex audits	✓		A/I
Computer literate, with excellent understanding of word processing, spreadsheet software, data collection, data mining, data analysis and statistical techniques and the Dynamics system	✓		A/I
Able to present information effectively	✓		A/I
Sound numeracy and verbal reasoning skills	✓		A/I
Ability to think laterally and creatively to generate novel but realistic solutions in complex situations	✓		A/I
1-3 years' supervisory experience		✓	A/R
Public Sector Internal Audit experience		✓	A/I/R



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<b>Knowledge, Skills and Experience:</b>			
Experience working in IT systems audit		✓	A/I
Experience of investigating financial irregularities		✓	A/I
Experience of using IDEA or other CAAT		✓	A/I
<b>Personal Attributes:</b>			
Upholds and promotes the IIA's Code of Ethics	✓		A/I/R
Maintains curiosity and exercises professional scepticism	✓		A/I
Good, confident interpersonal skills	✓		A/I/R
Must be able to demonstrate integrity in their work	✓		A/I
Must exhibit the highest level of professional objectivity in gathering, evaluating and communicating information about the activity or process being examined.	✓		A/I
Ability to communicate effectively with people at all levels, in particular the ability to negotiate with senior officers to achieve mutually satisfactory outcomes for the benefit of FIG	✓		A/I
Nurtures and builds effective partnerships with audit engagement clients to achieve results	✓		A/I
Flexible in approach and resilient; competent and reliable under pressure	✓		A/I
Credible	✓		R
Upholds service orientated attitude	✓		A/I
Participates fully as a team player; sensitive to the needs of other team members	✓		A/I
Assesses self-development and career needs and takes advantage of new challenges as opportunities for personal and professional growth.	✓		A/I
Recognizes own limitations and seeks advice and support where required	✓		A/I
Respects confidentiality and secures the trust of other parties	✓		A/I

## Method of Assessment:

A - Application Form      I - Selection Interview      R – Reference