



Republic of Fiji Military Forces

JOB DESCRIPTION : Assistant Staff Officer Compliance

CORPORATE INFORMATION

1. Position level: Band
2. Salary Range:
3. Reporting Responsibilities:
 - a. **Reports To:** Staff Officer Audit
 - b. **Liases with:** Cost Centre Managers, Chief Staff Officer Finance, and key resource personnel at the various Cost Centres
 - c. **Subordinates:** Senior Examiners of Accounts

POSITION PURPOSE

The Assistant Staff Officer Compliance acts in a supporting role to the Staff Officer Audit of the Republic of Fiji Military Forces. This role contributes towards enabling the Force to achieve its organizational objectives mandated in the Constitution of the Republic of Fiji and the yearly Command Intent by way of conducting internal audits and special investigations where required.

Findings from audits and investigations assists the Cost Centre Managers and key resource personnel in the areas audited to be aware of the adequacy and efficiency of internal controls and take appropriate measures so that the Force is not hindered in meeting its organizational objectives.

KEY DUTIES

The position will achieve its purpose through the following key responsibility areas to:

1. Assist the Staff Officer Audit in the preparation of the Annual Work Programme for the conduct of internal audits, trainings, and reviews as approved by the RFMF management.
2. Assist the Staff Officer Audit in the planning of audits and drawing up of engagement plans.
3. Supervision of the Examiners of Accounts in the conduct of audit procedures and in the compilation of drat audit reports.

4. Compilation of audit reports with recommendations for improvements, and referrals for further investigations, where necessary.
5. Assist Staff Officer Audit in the organizing of exit meetings to discuss findings of audits and recommendations with key Cost Centre personnel of the Cost Centre audited.
6. Assist officers from the Office of the Auditor General during their audits as instructed by the Staff Officer Audit.
7. Assist the Staff Officer Audit in the compilation of training materials and the conduct of training on audit awareness and internal controls to Junior Staff Officers whenever required.
8. Assist the Staff Officer Audit in the planning and conduct of audit of the RFMF private funds whenever required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Compilation of annual work programmes and audit engagement plans for the Staff Officer Audit.
2. Preparation of draft internal audit reports for review and further action by the Staff Officer Audit.
3. Gathering and collating of Management Comments from the various Cost Centres as required by the Office of the Auditor General for their audits.
4. Conduct of end of financial year Board of Survey of the Plant Pool inventories

PERSON SPECIFICATION

Graduate degree in accounting with excellent communication and inter personal skills.

Knowledge and Experience

1. At least 5 years work experience in a similar role either in a corporate or public environment.
2. An understanding of the government accounting machinery.
3. Knowledge and understanding of the legislations in place for the government accounting system.
4. Being able to review the Force's organizational objectives and strengths and weaknesses.
5. Being able to develop goals and strategies in the field of internal auditing.

Skills and Abilities

1. Be able to plan and set goals for the Internal Audit and Compliance division.

2. Be able to obtain information and data for audits relating to projects and have critical analysis skills for the same.
3. Be service oriented for the betterment of the RFMF through the operations of the Internal Audit and Compliance division.
4. Effective communication skills, both oral and written, with a wide variety of individuals.
5. Demonstrated ability to work cooperatively within a team environment.
6. Demonstrated ability to follow instructions and meet set deadlines when under pressure and managing stressful situations.

Personal Character

All applicants for employment with the Republic of Fiji Military Forces must be of good character, with a background that demonstrates their commitment to the public service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60, 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 Republic of Fiji 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.