



RS FORM 2 - JOB DESCRIPTION – SENIOR AUDITOR OFFICE OF THE AUDITOR GENERAL

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Office of the Auditor General

POSITION NUMBER (HRMIS): 271-00027 & 271-00050

POSITION TITLE: Senior Auditor

POSITION LEVEL: 7/8

SALARY RANGE: \$48,063.39 to \$59,780.68

RESPONSIBLE TO: Audit Manager, Principal Auditor

LIAISON WITH:

Internal

- All OAG staff

External

- All external and internal individuals and agencies necessary to undertake the work in the division.

PURPOSE AND SCOPE OF DUTIES

Scope of duties

Undertake auditing services under supervision on auditee financial statements, financial management processes, or government administration or programs as required, to international standard and in accordance with statutory requirements of the Solomon Islands Parliament.

MAIN DUTIES PERFORMED/RESPONSIBILITIES

1. Provide supervision to junior staff

- Ensure the efficient use of financial, human, material and logistical resources under Senior Auditor's direct control

2. Provide audit services

- Prepare recommendations for incorporation into draft audit reports and audit opinions so as to ensure that they comply with the statutory obligations of the Auditor General, in a timely and competent manner.
- Undertake audit procedures and prepare working papers in accordance with International Auditing Standards.

3. Promote accountability, efficiency and effectiveness in the collection and use of public resources

- Ensure draft audit recommendations for incorporation in audit reports are specific, measurable, actionable, realistic and time-bound.
- Ensure instances of criminality or misconduct are properly captured, documented and brought to the attention of the Team Leader and Audit Manager in a timely manner.

4. Other Duties

- Or any other duties, commensurate with status, as directed by the Auditor General or other superior officer.

SELECTION CRITERIA

Qualifications

- An accounting or equivalent degree from a recognized university and/or an equivalent level of work experience
- Member of professional body recognized in the Solomon Islands
- Some experience in auditing or accounting would be an advantage

Skills

- Good skills in the use of audit standards, procedures and practice would be an advantage
- Good interpersonal skills with auditee managers and staff, and office staff communication and conflict resolution
- Able to work under supervision as well as alone
- Excellent oral and written communication skills
- Competent work organisation and time management skills

Knowledge/Attributes

- Basic understanding of International Auditing Standards
- Basic understanding of International Accounting standards
- Basic understanding of International Financial Reporting Standards sufficient to generally understand reporting entities' financial statements which use these standards
- A high standards of personal integrity and professionalism in terms of conduct and appearance

TERMS AND CONDITIONS

a)	Starting Salary – level: 7/8 \$1, 848.59	Per fortnight
b)	Starting Salary – Level 7/8 \$ 48,063.39	Per annum
c)	Annual Leave 28	days per annum
d)	Other conditions of service as stipulated in the Agreement of Service on appointment	

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

12/8/2022
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Date Approved

Additional Comments: