



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

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Office of the Auditor General

**POSITION NUMBER (HRMIS):** 271-00017 and 271-00016

**POSITION TITLE:** Principal Auditor

**POSITION LEVEL:** 8/9

**SALARY RANGE:** \$54,414.22 to \$67,273.70

**RESPONSIBLE FOR:** Auditors and Senior Auditors

**RESPONSIBLE TO:** Audit Manager

**LIAISON WITH:** All external and internal individuals and agencies necessary to undertake the work in the division.

### PURPOSE AND SCOPE OF DUTIES

#### Scope of duties

Provide and supervise auditing services on auditee financial management processes and financial statements by Team staff to international standards (ISSAI) and in accordance with statutory requirements of the Solomon Islands Parliament.

### MAIN DUTIES PERFORMED/RESPONSIBILITIES

#### 1. Provide audit services

- Supervise the approved planning, monitoring, reporting and review processes within the Team as required by the Corporate Plan, Strategic Audit Plan, Annual Work Plan, and Capacity Development Plan.
- Ensure the efficient use of financial, human, material and logistical resources provided to the Team.

#### 2. Provide audit services

- Review and supervise the preparation of recommended audit reports and audit opinions in compliance with the statutory obligations of the Auditor General, and ensure the Team outputs meet the targets of the Strategic Audit Plan and Annual Work Plan.
- Review all audit procedures and resulting working papers completed by the Team to ensure that they comply with International Standards of Supreme Audit Institutions (ISSAIs).
- Ensure that all audit recommendations provided to auditee managements are monitored and incorporated into audit planning and reporting processes for subsequent audits.

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



- Ensure audit recommendations in audit reports are specific, measurable, actionable, realistic and time-bound.
- Ensure instances of criminality or misconduct are properly captured, documented and reported to the relevant 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

#### **Experience**

- A minimum of 3 years' experience as a Senior Auditor or equivalent.

#### **Skills**

- Proficient skills in the use of audit standards, procedures and practice
- Good interpersonal skills with all levels of leaders, auditee managers and staff, and Office staff communication
- Competent supervision and team management skills
- Excellent oral and written communication skills
- Competent management skills in Team resource management

#### **Knowledge/Attributes**

- Competent of International Standards of Supreme Audit Institutions
- Good understanding of International Accounting standards as applicable to the Solomon Islands Government and other audited entities.
- A high standard of personal integrity and professionalism in terms of conduct and appearance



## **TERMS AND CONDITIONS**

a)	Starting Salary – level: 8/9	\$2, 092.85	Per fortnight
b)	Starting Salary – Level 8/9	\$54,414	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:*

.....  
**Permanent Secretary/Responsible Officer**

12/8/2024  
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**Date Approved**

*Additional Comments:*