



JOB DESCRIPTION

Position Title:	Internal Audit Officer	Division:	Internal Audit
Salary Grade:	Grade 5: \$24,994 - \$30,725	Salary:	\$24,994
Reports to:	Principal Internal Auditor /AGM Internal Audit	Location:	Main Office
Review by:	Internal Audit & CSD – Ver.2	Date:	August 2026

OVERVIEW:

To assist in providing independent and objective assurance on governance, risk management and internal controls by carrying out assigned audit procedures, gathering and analyzing audit evidence, and supporting the effective delivery of Internal Audit engagements.

DUTIES & RESPONSIBILITIES

1. Assist the Principal Internal Auditor and Audit Manager with the preparation of audit programmes, preliminary reviews, risk assessments and other documentation for assigned audit engagements.
2. Gather and review relevant financial, operational and other information, and assist in preparing process flowcharts, narratives and other documentation to support the assessment of internal controls.
3. Carry out audit procedures, testing and verification in accordance with approved audit programmes and instructions.
4. Examine financial and operational information, transactions, records and supporting documentation to obtain sufficient and appropriate audit evidence.
5. Assist with site visits, spot checks, operational audits, Cross-Government Audits, asset verification and physical inspections as required.
6. Assist with special examinations and investigations under the direction of the Principal Internal Auditor or Audit Manager.
7. Identify and report discrepancies, control weaknesses, non-compliance, process inefficiencies and other matters identified during audit work, and obtain clarification or supporting documentation where required.
8. Document audit findings and supporting evidence and assist in preparing draft findings, recommendations and information for audit reports.
9. Participate in discussions with responsible officers to clarify audit findings and supporting information.
10. Assist in monitoring and following up on the implementation of agreed audit recommendations and corrective actions.
11. Prepare and maintain accurate, complete and properly referenced audit working papers and files in accordance with Internal Audit requirements, and address review comments within agreed timeframes.
12. Comply with approved Internal Audit methodologies, policies, procedures, professional standards and applicable legislation and Government requirements.



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13. Maintain confidentiality, objectivity and professional conduct, and develop knowledge and skills in internal auditing, risk management, governance and internal controls through training and practical experience.
14. Work closely with the Principal Internal Auditor and Audit Manager in completing assigned audit engagements and perform other related duties as assigned.

SKILLS AND ABILITIES

1. Knowledge of basic auditing principles, internal controls, risk management and accounting practices.
2. Basic knowledge of relevant legislation, regulations, Government policies and organizational procedures.
3. Demonstrated ability to collect, examine and analyse financial and operational information.
4. Ability to identify discrepancies, control weaknesses, non-compliance and other matters requiring further investigation.
5. Ability to follow approved audit programmes, procedures and instructions and work effectively as part of a small team.
6. Analytical and logical thinking skills.
7. Good written and verbal communication and interpersonal skills.
8. Good organisational and time management skills, with the ability to manage assigned tasks and meet deadlines.
9. Willingness to learn and develop professional knowledge and skills in internal auditing, risk management, governance and internal controls.
10. Adaptable and willing to undertake site visits, inspections and other audit activities as required.

PERSONAL ATTRIBUTES

1. Integrity, honesty, confidentiality and professional conduct.
2. Strong attention to detail and commitment to accuracy.
3. Ability to maintain objectivity and professionalism when performing audit work.

WORK EXPERIENCE

1. 1-2 years of relevant work experience in internal audit, external audit, accounting, finance or a related field.
2. Experience in asset verification, operational audits, compliance reviews or similar work would be an advantage.

QUALIFICATION

1. Bachelor's Degree majoring in Accounting, Auditing, Finance, Commerce or related field from a recognized University