

POSITION DESCRIPTION

Internal Revenue Commission

AM3641 - Manager, Internal Audit - Tax

This position lead and manage the Internal Audits - Tax Section by ensuring that Support Services maintains the degree of efficiency, level of compliance and effectiveness required and to also ensure that Programming of Field Audits are completed.

Key Responsibilities: -

- Provide leadership to the team and across the workforce fostering high standards of work performance, attendance and attitude, positively influencing teams and individuals responsible for the formation of the Tax Internal Audit Strategic and Annual Work Plan.
- Establish annual work goals for the team and individual employees (consistent with the divisional and IRC Corporate Plan) and coordinate the work activities and performance of the team.
- Monitor the performance of employees and ensure risk analysis, strategic audit planning and the internal programs, and the internal audit reviews and control assurance programs are successfully implemented.
- Provide on-going feedback on performance against expectations (performance goals), and promote or encourage high-level performance and deal with non-performance and attendance issues as they arise
- Manage and provide guidance on the formulation and periodical review and update of annual work plans and internal audit strategic plan;
- Ensure the employees (auditors) within the team have up to date knowledge and understanding of internal risks, operational systems and procedures within the work area/division
- Establish performance expectation for individual staff members, monitor and measure performance, and provide timely and honest feedback, and constructive annual performance reviews.
- Provide information, awareness to employees with regards to risk analysis, strategic audit programs, the implementation of internal audit reviews and quality control & assurance programs.
- Liaise with Managers; provide advice and guidance with regards to risk analysis, strategic audit programs and the implementation of internal audit reviews and quality control & assurance programs.

Expected Competencies

- Degree in Accounting or Law and/ or a relevant discipline, or extensive industry experience
- Demonstrated knowledge and experience in managing risk analysis, strategic audit planning and the implementation of internal audit reviews and control/ assurance programmers
- Demonstrated Knowledge, understanding and practical experience with Public Finances Management Act 1995, Public Services Management Act 1995, and the understanding of Tax Acts and Regulations including the Public Service General Orders especially in regard to Industrial Issues
- Experience in, Auditing Accounting or Law or a relevant discipline
- Sound experience in maintaining internal integrity and control systems; and ability to reduce or mitigate the risks/incidents of fraud and theft against the organization, and misconduct in the workplace
- Proven auditing, investigation and accounting skills and the ability to undertake thorough workplace risk analysis and assessments.
- Effective planning and project management skills with the ability to set and work to (personal, team and IRC) deadlines
- Strong investigative, research, analytical and problem solving skills;
- Highly organized approach to work and the ability to work under pressure in meeting deadlines.
- Excellent influencing and interpersonal skills with people at all levels, internally and externally, including strong written and oral communication skills.

Applications close COB Friday 06th April 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to admin@vanguardpng.com together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview