

POSITION DESCRIPTION

Internal Revenue Commission

AM3642 - Manager - Risk Analysis & Programming

This position reports to the Director, Internal Audit & Assurance and is responsible for managing and leading the Risk Analysis and Programming team to undertake risk analysis, strategic audit program planning, and implementing internal audit reviews and control/quality assurance programs. This includes effectively and efficiently facilitating the implementation of regular and annual audits of the Commission's auditable areas.

Key Responsibilities:

- Provide leadership and fostering high standards of work performance when undertaking risk analysis, strategic audit planning annual and/or special internal programs, and implementing internal audit reviews and control assurance programmes.
- Enhance continuous risk profiling and risk landscaping within the Commission.
- Ensure effective risk analysis and assessments are undertaken across the Commission's auditable areas.
- 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.
- Ensure Internal Audit work programs are effectively and efficiently completed within approved budget and time frames.
- Foster a high performance culture, value learning, continuous improvement and diversity within the team, division and across IRC.

Expected Competencies:

- Degree in Accounting or Law and/ or a relevant discipline, or extensive industry experience.
- Knowledge and experience in managing risk analysis, strategic audit planning and the implementation internal audit reviews and control/ assurance programs
- Knowledge, understanding and practical experience with Public Finances Management Act 1995, Public Services Management Act 1995, and the understanding of Tax Acts and Regulations
- Experience in Auditing, Accounting or Law or a relevant discipline
- Experience in maintaining internal integrity and control systems; and ability to reduce or mitigate the risks/incidents of fraud and theft against an organization, and misconduct in the workplace
- Experience in 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 under pressure (personal, team and IRC) and meet deadlines
- Strong investigative, research, analytical and problem solving skills
- Excellent influencing and interpersonal skills with people at all levels, internally and externally, including strong written and oral communication skills.

Applications close COB on 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