

Position Description



Position: Manager Internal Audit

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	29.03.2025
PD Approved By (Position Title):	Chief Auditor
Position Number:	KCHCR03

Primary Purpose of the Position

To ensure the coordination and managing internal audits according to KCH audit plans which includes the overseeing of the process of audits, making recommendations on policies, and ensuring that KCH fulfils international and government obligations of compliance.

Reporting Relationships

This Position Reports to:

Chief Auditor

Direct Reports:

1. Internal Auditor 2. Whistle Blower
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Key Working Relationships (Internal & External)

Internal: - Managing Director - All Chief Officers - All Executive Managers - Other Managers	External: - SOEs - Insurance companies/ Brokers - Relevant Government Agencies and Statutory Bodies - Banks and other financial institutions - Consultants and other service providers - Developers - Client & Client Representatives
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Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Bachelors Degree in Accounting or Business - CPA and CIA - Must be registered with a professional body
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Skills and Experience required for this position:

Skills - Microsoft Office Skills - Processing of claims - Analytical and problem solving skills
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- Attention to detail
- Negotiation skills
- Effective communications skills
- Excellent Time Management
- Interpersonal skills
- Planning and Organising

Experience

- Minimum of 5 years' experience in a similar role in the financial industry
- Knowledge and previous experience in audit matters
- Experience in delivery of audit reports
- Ability to coordinate and communicate effectively with finance staff within KCH
- Must possess effective organisational leadership qualities
- Ability to communicate effectively
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Key Accountabilities

Insurance Portfolio

Managing KCH Audit function and providing oversight of the audit annual plan, processes and reporting:

- Engages in the supervision of audit processes in line with audit policy.
- Maintains current knowledge about audit of projects ensuring completion within deadlines
- Assist in the formulation of KCH yearly audit plan
- Review reports that were prepared by other auditors
- Initiate different project planning and assist in assessing risk
- Provide leadership to other auditors on various assigned tasks and ensure satisfactory outcomes
- Perform different audit tasks which include preparation, paperwork and other associated reports
- Verify different financial situations as they relate to KCH liabilities, assets, expenditures, receipts and other transactions
- Coordinate audit assignments and ensure good interaction with financial officers, staff, external auditors and law enforcement agencies
- Participate in the development and implementation of policies by providing short and long-term planning
- Work with relevant managers to resolve issues that may have been identified through the audit findings
- Make research on the latest trend and other issues relating to the industry
- Conduct follow-up on all the different audit assignments given to other audits
- Ensure proper documentation of the results of the audit evaluations
- Ensure that audit software are up to date
- Specialises in audit matters to aspire to achieve expert level knowledge

Governance/Standards

Understand and ensure audit activities comply with KCH audit plan, policy and regulatory standards by:-

- keeping abreast of changes in government and regulatory obligations
- taking appropriate actions and supporting the implementation of preventative strategies
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Project Management & Delivery

Deliver audit initiatives to achieve corporate objectives, including;

- Continuously oversee overall performance and analyse methods and performance
- Monitoring performance against audit program and re-assessing efficiency, taking appropriate correct action where necessary
- Monitoring contractor's performance to ensure project plans and milestones are met and addressing performance issues
- Assessing activities, ensuring a balance between cost and production to meet objectives and time constrictions
- Understanding audit risk and liabilities
- Communicating with relevant direct reports or team members in relation to key dates and milestones
- Ensure that contractors and suppliers have the capability of meeting project safety and health requirements as appropriate
- Identify and document project operational risk analysis from pre-mobilisation stage to project completion
- Ensure incidents reported to the relevant parties are fully investigated, reported and closed out and submitted in a timely manner
- Maintain clear communication with key stakeholders, including the community

Planning and Budgeting

Develop and deliver audit outcomes based on KCH goals and objectives including:

- Ensuring audit budgetary requirements are understood and met
- Providing accurate and timely audit reports
- Managing business risks and constraints

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Risk Management

Ensure risk is managed in a proactive manner, through:

- By identifying, assessing and managing business, community and environmental risks
- Ensuring appropriate and timely risk management procedures are established and maintained
- Conducting appropriate risk assessment at nominated intervals
- Ensuring identified deficiencies are responded to in a timely fashion
- Establishing control mechanisms to prevent occurrence

Leadership

Lead and develop an effective and productive team, including:

- managing the work performance of self and direct reports
- developing alignment between team capability and the Corporation's objectives
- ensuring role clarity, including responsibilities and reporting lines, exists for team members
- identifying resource and skill gaps and developing strategies to bridge gaps
- encouraging an environment of sharing knowledge and ideas to ensure continuous improvement within the team
- demonstrating on a daily basis personal behaviours that uphold KCH values with a view to driving these values throughout the Corporation

Incumbent:

Signature:

Date:

- Ensuring the appropriate allocation of resources to achieve audit objectives involving key project team members in planning, procurement and management of resources
- Managing the profitability of the project by overseeing budget expenditure, conducting regular reviews against plan and budget and taking corrective actions as required

Business Relationships

Build and maintain productive internal and external relationships to facilitate the delivery of audit services to KCH and SOEs through:

- Creating and maintaining strong relationships with key senior external clients and other key stakeholders
- Understanding key stakeholders requirements and allocated resources to ensure the delivery of effective outcomes
- Satisfying obligations under the contract
- Managing the client's expectations
- Understanding the client's working culture and managing the relationship accordingly

Team Work

Participate and contribute to an effective and productive team including;

- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas.
- Active participation in Self Performance, Self-Assessment
- Develop a good working relationship with KCH and SOEs project implementers.

Position: Chief Auditor

Signature:

Date: