Position Description

KUMUL CONSOLIDATED HOLDINGS

Position: Internal Auditor

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 perform independent, objective assessments of KCH's internal controls, risk management, and governance processes. The Internal Auditor supports the delivery of the internal audit plan by conducting audits, analysing operational and financial data, identifying risks, and recommending improvements to enhance compliance, efficiency, and accountability.

Reporting Relationships

This Position Reports to:

Manager Internal Audit

Direct Reports:

Nil

Key Working Relationships (Internal & External)

Internal:

- Managing Director
- All Chief Officers
- All Executive Managers
- Other Managers
- Internal Audit team
- Finance Team

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

Minimum Requirements for the Position

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

- Bachelor's Degree in Accounting, Auditing, Finance, or Business
- CPA, or progress toward professional certification is desirable
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Skills and Experience required for this position:

Skills

- Strong analytical and problem-solving skills
- Knowledge of internal auditing standards and techniques
- Excellent attention to detail and accuracy
- Report writing and communication skills

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KUMUL
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- Risk-based audit planning and execution
- Knowledge of accounting systems and financial reporting
- Negotiation skills
- Effective communications skills
- Excellent Time Management
- Interpersonal skills
- Planning and Organising

<u>Experience</u>

- Minimum of 5 years' experience in a similar role in auditing, finance, or internal controls
- Familiarity with auditing in public sector or SOE environments preferred
- 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

<u>Audit Planning and Execution:</u>

- Assist in the development of the annual internal audit plan
- Conduct fieldwork in accordance with the audit program and timelines
- Evaluate internal controls and operational procedures

<u>Reporting and Documentation:</u>

- Prepare clear, concise audit reports with actionable recommendations
- Maintain detailed and accurate audit workpapers
- Follow up on implementation of audit recommendations

<u>Risk and Compliance:</u>

- Identify and assess risk exposures across operational, financial, and compliance areas
- Monitor adherence to internal policies and regulatory requirements
- Recommend improvements to strengthen risk mitigation and compliance

<u>Stakeholder Engagement:</u>

- Communicate audit findings professionally and constructively
- Engage with relevant departments to understand processes and risks
- Support business units in improving processes through advisory input

<u>Team Work</u>

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.

Incumbent:	**Position: Chief Auditor**
Signature: **Date:**	**Signature:** **Date:**