



Tertiary Scholarships
& Loans Service
Empowering Fiji's Future

10
YEARS

Service with Excellence
2013 - 2023

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JOB DESCRIPTION - MANAGER AUDIT AND ASSURANCE

IDENTIFICATION

Position Title: Manager Audit and Assurance

Position Number: TSLs 14

Reports to: Board and CEO

Location: Suva

Category: Manager

Supervised by: Chief Executive Officer

ORGANIZATION CONTEXT

The Tertiary Scholarships and Loans Service (TSLs) is a Statutory Institution established under the Tertiary Scholarship and Loans Act 2014 ("the Act") to administer and implement Government funded scholarship, study loan and grant schemes. TSLs is responsible for ensuring transparent and accountable management of Government funding. In doing this, TSLs focuses on achieving demand led human capital development outcomes for Fiji.

POSITION CONTEXT

The Manager Audit and Assurance will have dual reporting to the Board and to the CEO. The Manager Audit and Assurance's role is governed by the TSLs Audit and Assurance Policy. It sets out the functions, mandate and powers, and governs the means by which the Manager Audit and Assurance undertake financial and other audits and investigations and providing reports to the CEO. The position holder will report on matters when instructed by Board.

The position is required to carry out audits of the financial statements and standard operating procedures of the organization and undertake projects aimed at enhancing the degree of confidence in financial management and reporting by each department.

All reports on matters arising from those audits, analysis of financial results and other activities to be in accordance with relevant legislation.

KEY ACCOUNTABILITIES

- Evaluate financial documents for accuracy and compliance with Financial Regulation
- Identify the financial risk of the organization and offer recommendations to reduce risk.
- Identify accounting and financial record-keeping processes that can be improved
- Contributing to managing the risk management framework, including the review, monitoring and reporting on corporate and strategic risk management issues.
- Supporting and coordinating the internal financial controls monitoring.
- Monitoring implementation of new and or changed internal controls arising from Control track self-assessment processes are implemented in a timely and effective manner, as required.
- Conduct ad hoc investigations into identified or reported risks.
- Ensure complete, accurate and timely audit information is reported to Management and Board.
- Present findings to upper management in the form of reports and presentations

- Conducting policy and compliance audits of Application and Approval Process for Student Scholarship and Loans.
- Supporting the development of a compliance framework and systems to achieve an integrated compliance program and culture across the organization.
- Develop, implement and maintain internal audit policies and procedures in accordance with international best practice.
- Assess the efficiency and productivity of internal staff and make recommendations for improvement
- Reviews students and stakeholder feedback.
- Audit and assess organization for external benchmarking and recognition.

QUALIFICATION

A Postgraduate Degree in Accounting or Finance.

EXPERIENCE

5-7 years relevant work experience or exposure in organizational audit, assurance and risk management role.

ATTRIBUTES

- Organizational and planning skills
- Analytical skills and an eye for detail
- Communication skills
- Numerical skills
- Information gathering and monitoring skills
- Problem analysis and problem solving skills
- Judgment and decision-making ability
- Initiative taking
- Positive working relationships to ensure the successful delivery of the audit and risk programs.
- Maintenance of Confidentiality and high-level professionalism
- Conviction in ethical practice

RENUMERATION

- **Salary Band:** 5
- **Salary Range:** \$44,980.00 – \$67,469.00
- Salary Market Loading may be considered to attract best candidate.

AGREEMENT

Signatures by Supervisor and the Manager Audit and Assurance imply the terms and conditions of employment contained herein are accepted, and the document forms a valid employment contract.

Supervisor's Signature: _____

Date: _____

Staff Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____