



Tertiary **Scholarships**
& **Loans** Service
Empowering Fiji's Future

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JOB DESCRIPTION – AUDIT AND ASSURANCE OFFICER

IDENTIFICATION

Position Title: Audit and Assurance Officer
Reports to: Manager Audit and Assurance
Supervised by: Manager Audit & Assurance

Location: Suva
Category: Staff
Position Number: TSLs 15

ORGANISATION 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 Audit and Assurance Officer is a newly established position to assist in the conduct of financial, operational and Information and Communications Technology (ICT) audits, compliance checks and assurance reviews. The position will report directly to the Manager Audit and Assurance and supports the implementation of the TSLs Internal Audit, Compliance, and Assurance Policy.

With the organisations focus on digital transformation and the implementation of various ICT initiatives, this role will be responsible for conducting ICT audits aimed at evaluating system controls, cybersecurity, and alignment with TSLs’s digital strategies and compliance requirements. The role also supports audits of financial statements, operational procedures, and internal controls to promote effective risk management, financial integrity, and compliance with regulatory policies and frameworks.

KEY ACCOUNTABILITIES

- Assist in planning and conduct of internal audits, compliance checks and assurance reviews as per approved annual internal audit plan.
- Conduct audits of ICT systems to identify potential control weaknesses and propose practical recommendations.
- Support digital transformation initiatives by assessing the risks, controls and impact of new systems and technologies.
- Evaluate compliance with ICT policies, cybersecurity frameworks, and data privacy policies.

- Provide assurance on business continuity, disaster recovery readiness, and IT risk mitigation strategies.
- Examine digital risks related to system availability, integrity, and confidentiality.
- Conduct audits of information systems, including applications, databases, network infrastructure, and cybersecurity protocols.
- Assist in the review of financial records and transactions for accuracy, completeness, and compliance to financial regulations, policies and procedures.
- Identify internal control weaknesses, compliance gaps and recommend practical improvements across all audit areas.
- Assist in the conduct of ad hoc investigations into identified or reported risks.
- Compile working papers and draft audit findings for review by the Manager Audit and Assurance.
- Prepare draft audit reports and assist in presenting findings to management.
- Assist in carrying out follow up audits to monitor the implementation of audit recommendations.
- Maintain proper documentation and ensure confidentiality of all audit materials.
- Contribute to the development of audit procedures and support training and awareness initiatives to strengthen compliance culture within the organisation.

QUALIFICATION

A Bachelor's Degree in Accounting and Information Systems.

EXPERIENCE

At least 1-2 years of relevant experience in auditing, including exposure to ICT audits or risk assessments in a digital environment.

ATTRIBUTES

- Organizational and planning skills
- Analytical skills and attention to detail
- Ability to communicate effectively both orally and in writing.
- Ownership, accountability, high levels of confidentiality and integrity (relating to both written and verbal communication) is essential.
- Information gathering and monitoring skills
- Problem analysis and problem-solving skills
- Judgment and decision-making ability
- Ability to take initiative
- Ability to foster positive working relationships to ensure the successful delivery of the audit and risk programs.
- Maintain Confidentiality and high-level professionalism
- Adaptability to work across finance, operational and ICT domains

RENUMERATION

- **Salary Band:** 1
- **Salary Range:** \$17,475.00 - \$26,213.00

AGREEMENT

Signatures by the Supervisor and the Audit and Assurance Officer 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: _____