

Job Title	IT Auditor
Grade	3A
Business Unit	Internal Audit
Reports to	Auditor-In-Charge
Location	Headquarters, Suva

Job purpose

Reporting to the Auditor – In – Charge, the position plays a key role in assisting the Group (FNNPF & 100% owned subsidiaries) by protecting its internal controls and data within its technology systems. You will safeguard information by identifying weaknesses and create strategies to strengthen IT controls and security. You will examine the organizations IT system to ensure sufficient controls are kept, security of data stored or transported. You will identify technology issues and provide additional recommendations to management with solutions to fix internal controls.

You will assist in ensuring audits are completed in accordance with standards, practices and policies and guidelines issued by the Institute of Internal Auditors Global Inc. FNNPF Group Internal Audit Charter, FNNPF Group Internal Audit Policy and Procedure Manual. The role supports the Internal Audit Management in providing assurance on the effectiveness and strength of governance, risk management and control in FNNPF and in the FNNPF Group targeted at providing quality services and sustainable returns to its stakeholders.

Duties and responsibilities

- Develop a thorough understanding of business processes in scope for assigned audits and document the processes in flowcharts and/or process narratives.
- Examine internal IT controls, evaluate the design and operational effectiveness, determine exposure to risk and develop remediation strategies.
- Performs information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- Directs and/or performs reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
- Conduct efficient and effective IT audit procedures.
- Participate and provide support to the Auditor - In – Charge in opening meetings with clients to explain the scope and objectives of the audit engagement to client.
- Participate and provide support to the Auditor – In - Charge in closing meetings with client at the end of field work, providing clear explanations for identified issues.
- Assist the Auditor – In – Charge in developing and documenting a plan for each engagement, including the engagement’s objectives, scope, timing, and resource allocations. The plan must consider the organisation’s strategies, objectives, and risk relevant to the engagement.
- Identify, analyse, and evaluate sufficient, reliable, relevant and useful information to achieve the engagement’s objectives.
- Document sufficient, reliable, relevant, and useful information to support the engagement results and conclusions.

- Prepare audit findings containing observations, comments and propose practical and value added recommendations based on work – carried out to address control weaknesses and/or processes inefficiencies.
- Attend to reviews notes by Auditor – In – Charge.
- Carry out tasks assigned by the Professional Development, Research, Quality Assurance and Planning Committees.
- Develop and maintain effective and professional working relationships with all levels of staff with the organisation, including Senior Management.
- Collaborate with other risk management functions within the organization such as Compliance, Risk Management and IT.
- Effectively manage and document time spent on audits to ensure optimization.
- Any other duties allocated by Group Manager Internal Audit.

Education & Experience

- A degree in Accounting and/or Information Technology/Computer Science/Information Systems or system related certifications.
- Preferably working towards or is Certified Information Systems Auditor (CISA)
- At least 2 years of work experience in areas of network and systems or relevant work experience as an IT Auditor would be preferable.

Key Competencies

- Have the ability to analyze business process and recommend opportunities for improvement.
- Understand the organization's IT environment to identify and assess the magnitude of the IT related issues facing the organization.
- Knowledge of IT practices, network and application vulnerability assessment, change control, business continuity, data privacy and risk assessment practices.
- Ability to gather data, compile information, and prepare reports.
- Ability to perform control reviews on systems development, operation, programming, control, and security procedures and standards.
- Ability to review system backup, disaster recovery and maintenance procedures.
- Ability to communicate with and understand the requirements of professional staff in area of specialty.
- Knowledge of software requirements for the auditing of computing systems and procedures.
- Knowledge of computer systems development and programming.
- Demonstrate good judgement and strength of character.
- Present him or herself as an astute business person with excellent verbal and written communication skills.
- Be a clear and analytical thinker, with proficient data analytical skills and CAATs.
- Be a good facilitator and consensus – builder.
- Be a creative problem –solver and idea generator.
- Demonstrate good verbal and written communication skills.

Reporting Structure

Direct Reports: None

Indirect Reports: None

Authority Levels

Financial: None

Staff: None

Contractual: None

Internal & External Contacts

Internal Contact

- Manager Internal Audit
- Audit Team Lead
- All Departments management and staffs
- Staff as required

External Contacts

- Members
- Subsidiaries management and staffs
- Employers

Working conditions

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FNPf branches & agencies or, to work in other functional areas for job rotation for developmental purposes.