



POSITION DESCRIPTION

Position Title:	Internal Auditor
Department:	Internal Audit Department
Reports to:	Directly: Board Audit Committee Indirectly: Chief Executive Officer (performance and management)
Term of Employment:	3 years, with the possibility of an additional 2 years subject to satisfactory performance and achievement of Key Performance Indicators (KPIs).

Purposes of the Role

The Internal Auditor plays a critical role in ensuring the Bank achieves its strategic goals and vision by safeguarding its integrity, enhancing operational efficiency, and managing risks effectively. This position supports the Bank's governance framework by ensuring compliance with internal policies, regulatory requirements, and industry standards.

Key Responsibilities

1. Audit Planning and Execution
 - Develop and execute the annual audit plan.
 - Conduct risk-based audits across financial, operational, and compliance processes.
 - Monitor and follow up on the implementation of audit recommendations to ensure timely resolution.
2. Risk Management and Internal Controls
 - Assess the effectiveness of internal controls and risk management frameworks.
 - Identify risks and control weaknesses, providing actionable recommendations for improvement.
3. Regulatory Compliance
 - Ensure adherence to the Central Bank of Samoa's guidelines, banking regulations, and internal policies.
 - Liaise with the Regulator (CBS) and External Auditors to ensure compliance with regulatory requirements and support external audit processes.
4. Reporting
 - Prepare clear, accurate, and comprehensive audit reports for the Board Audit Committee and Management.
 - Present audit findings, risks and recommendations to relevant stakeholders.
5. Continuous Improvement
 - Stay updated on evolving banking regulation, auditing standards, and best practices.
 - Contribute to strengthening the Bank's governance and risk management frameworks.

Key Requirements

1. Qualifications:
 - Bachelor's degree in Accounting, Finance, or related field.
 - CPA, or CA certification (mandatory).
2. Experience:
 - Minimum of six (6) years of experience in internal or external auditing, risk management, or financial analysis, preferably within the banking sector.
3. Skills and Competencies:

we are Samoa

- Strong analytical, communication, and problem-solving skills.
 - Proficiency in audit tools, financial systems, and Microsoft Office Suite.
 - High attention to detail and the ability to manage priorities effectively.
4. Membership:
- Member of the Samoa Institute of Accountants or certified as a New Zealand or Australian Public Accountant.

Key Relationships

- **Internal:** Board Audit Committee, CEO and Executive Management.
- **External:** Central Bank of Samoa, External Auditors, Regulatory Bodies.

Performance Indicators

- Timely and efficient completion of the annual audit plan.
- Quality and clarity of audit reports and recommendations.
- Compliance with internal policies, regulations and interindustry standards.
- Improved risk management and operational efficiency.

Reporting, Supervision and Performance Evaluation

- Reports directly to the Board Audit Committee, and indirectly to the CEO.
- Performance will be evaluated by the Board Audit Committee and CEO, in consultation with Head of HR.