



Falkland Islands Government – Job Description

Job Title:	Chief Internal Auditor		
Department:	Treasury	Section:	Internal Audit
Reports to:	Financial Secretary		
Grade:	Falkland Islands Government Grade – B	Job Code:	602IA1

Job Purpose

The Chief Internal Auditor is responsible for the Government's Internal Audit team and will champion best practice in governance, giving an objective and evidence based opinion on all aspects of governance, risk management and internal control. Whilst reporting to the Financial Secretary on an administrative basis, the Chief Internal Auditor, in compliance with Internal Audit Standards, operates in a fully independent capacity and ensures there is no undue influence placed on the audit team or the work delivered.

Main Accountabilities

Leadership and Strategic

- Develop and agree with the Audit and Risk Assurance Group, a risk based internal audit strategy and plan to provide the appropriate level of assurance to management and elected members over the key risks facing FIG's service delivery
- Promote the highest standards of ethics and standards across FIG based on the principles of integrity, objectivity, competence and confidentiality.
- Provide leadership, support and direction to the Internal Audit team.

Job Specific

- Pre-audit scoping and preparation, identifying audit risks and performing preliminary evaluation of FIG's internal control structure to identify weaknesses and areas for management consideration and improvement.
- Prepare, and periodically review and update, the Internal Audit Charter and Internal Audit Manual.
- Ensure internal audit assignments are planned, managed and conducted in line with the International Professional Practices Framework (IPPF).
- Prepare an Annual Internal Audit Report and Opinion which outlines the work undertaken in the previous year and prepare and implement a Quality Assurance Improvement Plan, as per Internal Audit Standards.
- Report on Internal Audit activity to the Audit and Risk Assurance Group, Monitoring Officers Group, Corporate Management Team, Executive Council and the Public Accounts Committee as required.
- Coordinate internal auditing activities and plans with other internal and external providers of assurance activities to ensure proper coverage and minimize duplication of effort.



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Main Accountabilities <i>(continued)</i>	
Job Specific <i>(continued)</i>	
<ul style="list-style-type: none">Review Government procedures according to Finance and Audit ordinance and Financial Instructions and to provide added value by refining and improving the control environment.	
Corporate	
<ul style="list-style-type: none">Contribute to the Government's management of risk and raising the standard of internal control.Be point of contact for escalation of complaints and enquiries related to compliance and independently investigate and act on matters, including coordination of internal investigations (e.g., responding to reports of concerns or suspected violations under relevant procedures/policies) and any resulting corrective actions with all departments, providers and sub-providers, and, if appropriate, independent contractors.Maintains regular contact with Heads of Service and elected Members, providing advice as required.Work closely with the Public Accounts Committee (PAC), to ensure compliance with the PAC Ordinance and to facilitate its effective operation.Participate in and, when required, lead projects as agreed with the Financial Secretary, including active membership of corporate working groups.	
Management of Resources	
<ul style="list-style-type: none">Lead, recruit, regularly appraise and develop staff as required and ensure effective performance management of all individuals within the team.Work co-operatively with other Heads of Service, Directors and Members for the greater good of the Government.Ensure that internal audit resources are appropriate, sufficient and effectively deployed to achieve the internal audit plan approved by the Audit and Risk Assurance Group.	
<i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i>	
Additional Information	
<p>The Chief Internal Auditor is key to the development and improvement of the Treasury Services in order to meet the increasing needs of Government in a challenging economic climate. The audit coverage includes a complex and diverse range of services provided by FIG and as such the Chief Internal Auditor needs to be able to deal with changing, and at times conflicting, priorities due to the diverse nature of the Internal Audit service as well as elected representatives decisions.</p> <p>The post holder manages 2 FTE staff.</p>	



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Criteria	Essential	Desirable	Assessment Method
Education and Qualifications:			
Well educated - to first degree level or equivalent	✓		A
CMIIA or QIAL qualified internal auditor or CCAB qualified accountant (with internal audit experience)	✓		A
Evidence of continuous professional development	✓		A/I/R
Project management/Risk management/IT Audit qualification		✓	A
Business Management or administration qualification		✓	A
Knowledge, Skills and Experience:			
6 - 10 years operational experience in the public sector internal audit field	✓		A/I
5 years plus experience of effective team management and leadership	✓		A/I/R
5 years post qualification experience	✓		A/R
Good knowledge of IPPF / Public Sector Internal Audit Standards	✓		I/R
Excellent knowledge of Corporate Governance, Risk and Control in the Public Sector	✓		I/R
Demonstrable ability to apply Internal Audit Methodology to complex reviews and to identify / apply improvements to that methodology	✓		A/I/R
Experience of effective business and financial planning	✓		A/I/R
Experience of successfully leading and supporting staff through change and inspiring change at an operational level	✓		I/R
Experience of auditing projects and possesses a strong project management focus to plan both medium and long term business drivers	✓		A/I/R
Experience of strategic planning	✓		A/I/R
Experience of performance management at organisational and individual staff level	✓		A/I/R
Solid track record of effective change management delivery	✓		A/I/R



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Person Specification	Chief Internal Auditor		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience: (continued)			
Experience of providing effective training and development to officers with a non-financial background	✓		A/I/R
IT Audit experience	✓		A/I/R
Experience of investigating financial irregularities	✓		A/I/R
Computer Literate, with an excellent understanding of word processing, spreadsheet software, data collection, data mining, data analysis and accounting systems	✓		A/I/R
Ability to communicate effectively with people at all levels, in particular the ability to negotiate with senior managers to achieve mutually satisfactory outcomes for the benefit of FIG's service delivery	✓		A/I/R
Excellent interpersonal skills and able to operate effectively in different modes including directing, influencing, evaluating and informing	✓		I/R
Excellent negotiation and human resource skills and able to apply them in a complex political and stakeholder environment	✓		I/R
Ability to present complex written information effectively in a range of different formats to internal and external stakeholders of all levels	✓		A/I/R
Numerate with sound financial and business acumen.	✓		I/R
Excellent organisational and prioritisation skills	✓		A/I/R
Excellent attention to detail	✓		A/I/R
Personal Attributes:			
Upholds and promotes the IIA's Code of Ethics	✓		I/R
Leads through influence, personal conviction and sensitivity rather than position	✓		I/R
Maintains curiosity and exercises professional scepticism	✓		I/R
Must be able to demonstrate integrity in their work	✓		I/R
Must exhibit the highest level of professional objectivity in gathering, evaluating and communicating information about the activity or process being examined	✓		I/R



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Criteria	Essential	Desirable	Assessment Method
Personal Attributes: (continued)			
Credible	✓		A/I/R
Upholds service orientated attitude	✓		I/R
Flexible in approach and resilient; competent and reliable under pressure	✓		I/R
Recognises own limitations and seeks advice and support where required	✓		I/R
Takes personal responsibility and accountability for own work	✓		I/R
Respects confidentiality and secures the trust of other parties	✓		I/R
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of Assessment:

A - Application Form

I - Selection Interview

R - Reference