

INTERNAL AUDIT ADMINISTRATOR - OPERATIONS

CLIENT SERVICE RESULT

Lead and coach teams on the delivery of the audit engagement under the authority of the Social Security Board (SBB) Act, International Professional Practices Framework (IPPF), International Financial Reporting Standards (IFRS) and Enterprise Risk Management framework resulting in an assurance engagement or consulting activity, designed to add value and to improve the organization's operations,

RESPONSIBILITY

1. Help to accomplish the organization's objectives by a systematic disciplined approach to evaluate and improve the efficiency and effectiveness of operations in its risk management, control, and governance process.
2. Lead the development of a risk-based annual audit plan in alignment with the organization's strategic objective, detailing the scope, nature, and timing of audit activities.
3. Lead, coach, and train a work team by executing professionalism guided by IPPF in the scope of audit engagements and consulting activities.
4. Support and monitor the performance of employees on an ongoing basis and identify successes and areas requiring improvement for individual performance and team development.
5. Execute audit fieldwork in line with the audit program; document activity flows to identify key risks for testing of controls.
6. Present audit reports and follow up on corrective action taken to improve deficient conditions.
7. Assist in the overall evaluation of enterprise risk management effectiveness and contribute to the improvement of the process.
8. Provide an objective evaluation of process systems and operations to determine whether internal controls are in place to mitigate risk.
9. Assist management with the evaluation of internal controls used to detect or mitigate fraud, evaluate the organization's assessment of fraud risk, and may be involved in a fraud investigation.
10. Assist in the preparation of the internal audit budget; prepare quarterly and annual reports.
11. Foster innovation and service excellence by keeping abreast of new developments and preparedness to integrate change and opportunities.
12. Guide in an advisory capacity on control design and implementation or special consultancy engagements.

SKILL

1. Knowledge of the SSB's mandate, mission, and organizational structure to supervise an audit engagement team.
2. The application of standards and guidance provided in IPPF and regulations to provide value-added services and for reporting transactions and events.
3. Ability to exercise own initiative and judgment in developing audit programs and methodology with a focus on controls to manage strategic and key risks through all areas of the organization.
4. Strong analytical, audit, and investigative skills.
5. Knowledge of accounting and financial management principles, Enterprise Risk Management framework, and best practices.
6. Understanding of relevant policies, practices, legislation, and Enterprise Risk Management framework sufficiently to advise and coach those engaged in the delivery of audit activities.
7. Ability to recognize and act on deviations from sound internal control practices.
8. Knowledge of conflict resolution, problem-solving, interpersonal communication, and facilitation techniques to lead a team and create a productive service environment.
9. Knowledge of needs assessment, coaching, monitoring, and evaluation methods for the development of learning plans to support the career development of individual team members, applying competency-based management principles, to assess and reward performance or take corrective action with respect to performance gaps.
10. Develop professional capability through professional and staff training programs.
11. Knowledge of change management techniques to assist employees in adjusting to the ongoing transformation of the work environment to foster a positive working environment.
12. Knowledge of office production software and organizational systems to use departmental databases, electronic mail, Intranet, work, and data processing applications and to alert the technology support as required to ensure that these systems are operating for employees to conduct their services.

Communication

1. Promoting the Social Security Board's vision, mandate, and values internally and externally; interfacing with employees; consulting with and advising managers on issues relating to the delivery of their programs
2. Interpersonal skills to establish credibility and build quality relations with the audit team and colleagues.
3. Writing documents, presentations, and reports for management.
4. Demonstrate ethical and moral conduct, integrity, and objectivity.

EDUCATION AND EXPERIENCE

Bachelor's degree in accounting or finance, business management, or finance with at least three years supervisory experience in accounts, operations, audit and social security regulations.

OR

Associate Degree in business management, finance, accounting, or other closely related discipline, with (5) five years of supervisory experience in accounts, operations, audit and social security regulations.

EFFORT

Intellectual

1. Understand basic concepts of management theory, methods, processes, and systems.
2. Deal with organizing and allocating work of staff, monitoring work, work performance standards, compiling and analyzing performance standards, acceptable work behavior, development of individuals, professional learning and development, performance issues, and conflict resolution and teaches employees how to work with each other.
3. Represent the management team on special projects and advising management on operational issues (such as workload pressures and staffing issues) and decision making related to audit services.
4. Team player with ability to work independently, when necessary, strong analytical and critical thinking skills.
5. Continuing education to obtain Certified Internal Audit certification.

COMPETENCY MODEL

Refer to the [Guide to Performance Management](#) for additional information on the Competency Model for Audit Administrator.

Competency Scale		
<i>Level 5 = Specialist/Authority; Level 4 = Mastery; Level 3 = Proficient; Level 2 = Basic; Level 1 = Introductory</i>		
Core Competencies	Attributes	Minimum Level
Achieving Results	Focus on efforts to achieve quality results	Level 3
Build Trust	Inspire confidence when interacting with others	Level 3
Building and Maintaining Relationships	Establish trust and harmonious relationships	Level 3
Effective Delegation	Allocate authority and autonomy	Level 3
Resilience	Ability to work and rebound under stressful conditions	Level 3
Personal Credibility	Responsible, reliable and trustworthy	Level 3
Enabling Optimal Performance	Applying strategies and tactics that build the capacity, capability, and confidence of others to fulfil current and future job roles and responsibilities as effectively as possible.	Level 3
Providing Motivational Support	Enhancing commitment to work.	Level 3

