

## SAMOA WATER AUTHORITY

### Position Description

<b>Position Title:</b>	<b>Audit Officer</b>
<b>Salary Grade/Rate:</b>	<b>Grade 5 / Step 1</b>
<b>Responsible to:</b>	<b>Internal Auditor</b>
<b>Division:</b>	<b>Office of the Managing Director</b>

#### **Position Overview:**

Assist to ensure the effective and efficient performance of internal audit activities within the Authority. Ensure to add value to the Internal Audit function by actively participating in Audit activities, spot checks, and data collection.

#### **Duties & Responsibilities:**

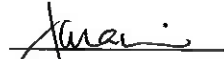
1. Assist in developing and implementing the Internal Audit Plan approved for audit assignment carried out by the Internal Audit team.
2. Assist in developing and execution of audit programs and activities for audit assignments as per the approved Internal Audit Plan.
3. Assist the Internal Auditor in preparing reports at the completion of Internal Audit assignments.
4. Carry out duties and responsibilities as assigned in the absence of the Internal Auditor.
5. Assist in the monitoring of the implementation of audit recommendations for all divisions.
6. Perform system testing – sales, purchases, payments, receipts, stock, and payroll.
7. Performs any other relevant work duties as directed by the Internal Auditor.

#### **Position Requirements:**

- 1) Minimum qualification of a Degree in Accounting from a recognised Tertiary Institution (essential)
- 2) Must have basic experience in an accounting environment with a strong knowledge of audit systems, principles, and standards applied to public and private sector activities. (essential)
- 3) Highly developed verbal and written communication skills, including the ability to communicate at all levels of the Organization in Samoan and English. (essential)
- 4) Have basic knowledge of Accounting / Auditing computerized business systems and processes. (essential)
- 5) Good reporting and presentation skills. (essential)
- 6) Have basic knowledge of government legislation and organizational policies and procedures that help carry out internal audit assignments. (essential)
- 7) Good work ethic and advocate of teamwork. (essential)
- 8) Clean police report. (essential)
- 9) Can drive and in possession of own valid driver's license. (desirable)


**All signatures to be completed prior to filing**

1. Prepared by:

  
Faiamio. Agaiava  
Team Leader - HR

Date: 14/05/2024

2. Reviewed by:

  
Delphina. Stowers  
Internal Auditor

Date: 15/05/2024

3. Verified by:

  
Ruby. Sheck  
Manager Corporate Management

Date: 15/05/2024

4. Approved by:

  
Fuimaono Dominic. Schwalger  
Managing Director

Date: 15/5/24