



Housing Authority

Position Description: Internal Auditor

Position	Internal Auditor
Incumbent	Vacant
Reports to	Senior Internal Auditor
Date	
Reporting Positions: Project Officers	
Purpose: Assist Manager Internal Audit, Risk & Compliance provide independent assurance that Authority's risk management, governance and internal control processes are operating effectively. This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet ongoing needs of the Authority.	
The key responsibilities include but are not limited to: The Job holder has the following accountabilities: <ol style="list-style-type: none"> 1. Assist the Manager Internal Audit, Risk & Compliance in the development of the annual internal audit plan using an appropriate risk-based methodology; 2. Support the Manager Internal Audit, Risk & Compliance in the development and implementation of the evolving IA methodology; 3. Assist Senior Internal Auditor in implementing and executing the Internal Audit programs and ensuring execution of the plan in accordance with the set timelines; 4. Assist in Identifying areas of control deficiency and making recommendations for improvements; 5. Assist in preparation of Internal Audit Report and other deliverables based on specific engagement requirements and timelines; 6. Assist in investigating, monitoring and reporting of incidents and breaches; 7. Assist in developing and implement internal auditing policies, procedures, and program; 8. Assist in preparation of periodic reports to the Board Audit & Finance Sub Committee, summarising the results of audit activities, the status of corrective actions and the Internal Audit Function's Key Performance Indicators. 	

Working Relationships:**Internal**

Chief Executive Officer
Customer Relations
Credit Management & Lending
Finance & Administration
Land & Housing Development
Legal Counsel
Human Resources & Training

External

Financial Institutions and Auditors Institutes (KPMG, PWC)
HA Stakeholders
Government statutory bodies
HA Customers

Major Challenges:

- To ensure that the Authority has the ability to achieve its objectives through its employees;
- To drive change management in order to create an organisational culture that improves employee commitment, motivation, and productivity

Competencies, Experience and Qualifications:

The following competencies, experience and qualifications are required to do this job:

- Degree in Accounting, Finance or an equivalent qualification;
- Minimum 3 years' experience in either auditing, finance or similar field; with 1 year proven experience within last 3 years in preparing and delivering on internal audit plans, including co-ordination with risk, compliance and governance functions, using effective stakeholder management skills.
- Member of Institute of Internal Auditors or recognized professional body.
- Group 2 Driving license
- A sound knowledge of Audits processes
- Excellent written, oral communication ability and presentation skills
- Strong time management and organizational skills
- A proven ability to identify areas that need improvement and implement sound change management

Position Holder: Vacant

Date: _____

Manager Internal Audit, Risk & Compliance: _____

Date: _____

Chief Executive Officer: _____

Date: _____