

Housing Authority

Position Description: KEY CONTROL TESTING ANALYST

Position	Key Control Testing Analyst
Incumbent	
Reports to	Head of Risk & Compliance/Manager Assurance
Date	

Reporting Positions

N/A

Purpose

The role is responsible for supporting the Head of Risk & Compliance/Manager Assurance, in working with Housing Authority Leadership Team to maintain a good understanding of controls best practice (including regulatory and policy requirements), develop test scripts, conduct testing, report and agree on key control effectiveness outcomes with Risk Owner and update records in accordance to HAFs Risk Management Framework. The role will also be responsible for working with second & third line teams and control operators to ensure that end to end view of the risk and control environment is considered and tested.

Accountabilities

The Jobholder has the following accountabilities:

- Work with business partners to develop processes to identify activities and implement effective controls to protect HA from financial loss, reputational damage or compliance breaches.
- Support the Risk & Compliance team with management of risk assessments and change implementation with the business, including reviewing change initiatives and assisting risk owner to analyze the risk impacts to the business.
- Support the Risk & Compliance team in conducting root cause analysis of ineffective key controls in consultation with business units.
- Create and maintain adequate testing support documentation such as work papers, testing reports, etc. to support the results of reviews including the write-up of findings/issues for reporting.
- Reporting of KCT results to the Risk Management Forum and as required to Finance, Audit & Risk Sub Committee.
- Ensure stakeholder expectations are well managed and support Risk & Compliance Team in incorporating stakeholder & customer experience metrics or data into business context(s) KCT outcomes into the Risk Register.
- Drive awareness and understanding of KCT and contribute to operational risk assurance program is in accordance with HAFs Risk Management Framework and policies.
- Establish and foster relationships with key business units, division and teams.
- Develop the “brand” of the Assurance, Risk & Compliance function.
- Execute control testing methodology in line with HAFs KCT procedures.
- Ensure KCT maintains strong governance across its operations and meets all governance requirements stipulated by various business units.

- Maintain oversight of the control assurance program that provides comfort to the HAFs Board, Leadership Team including the Risk Owner around its risk profile.
- Evaluate and manage the impact of the KCT initiatives, policies and returns through adopting a collaborative approach. Ensure that requirements are embedded and communicated into the business as necessary.
- Contribute to effective process and control improvement by balancing risk and reward when recommending actions to address ineffective controls. Follow and re test remediated controls.
- Manage and positively contribute to staff engagement and diversity within management team.
- Build strong working relationships with Risk & Compliance Team, Business Units, Risk Owner and other stakeholders including Technology Assurance, Legal Counsel and other relevant functions.
- Ensure adherence to HAFs policies, processes and external regulatory and legislative requirements.
- Maintain confidentiality where required.
- Perform any other assurance activities such as (special reviews, investigations, due diligence exercises and other risk and compliance assignments) as and when requested by the Head of Risk & Compliance/Manager Assurance.

Working Relationships

Internal

Chief Executive Officer
 Head of Risk & Compliance
 Manager Assurance
 General Manager Finance and Administration
 General Manager Land and Housing
 Development
 General Manager Credit Management &
 Lending General
 Head of Talent & Culture
 Managers (ICT, Lending,
 Finance, Branch
 Managers, Team
 Leaders)
 Internal Auditor

External

Financial Institutions and Auditors (KPMG, E&Y and OAG)
 HA Stakeholders
 Government Statutory Bodies HA
 Customers
 Regulators (Reserve Bank of Fiji,
 FRCS)

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 organizational culture that improves employee commitment, motivation and productivity.

Competencies, Experience and Qualifications

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

- A Degree in Accounting/Finance/Banking/Info Systems, Business Law and Forensic Accounting and Fraud Investigation or another related fields;
- At least 2-3 years working experience in a similar field;
- Good understanding of HAF's strategies, policies, procedures and operational guides;
- Demonstrated risk assessment skills and knowledge of accounting and legal practices;
- Results oriented, problem-solving skills, and attention to detail;
- Strong verbal and written communication skills with the ability to communicate via Zoom meetings;
- Technical control testing proficiency and risk acumen;
- Ability to balance multiple critical priorities simultaneously;
- Self-starter with the strong ability to work independently with minimal oversight;
- Team orientated and willingness to learn and challenge the status quo;
- Some knowledge of IT General Controls (ITGC) and IT Application Controls (ITAC);
- Fluent in Excel and PowerPoint. Knowledge of Macros would be an added advantage.
- Demonstrated experience in preparing formal reports, review findings, management briefs, risk assessments and recommendations, with strong presentation skills and the ability to effectively present risk, control and compliance matters to management and relevant forums.
- Experience in providing risk and compliance advice or opinions to business units on specific cases or operational matters, supported by appropriate evidence and applicable policies, procedures and regulatory requirements.
- Experience in conducting case-by-case reviews, investigations, due diligence or compliance assessments would be an advantage.