



ACCIDENT COMPENSATION CORPORATION

GUIDE FOR APPLICANTS

Position: **Senior Internal Audit Officer**

Purpose: This guide provides information about the process for the recruitment and selection of the Senior Internal Audit Officer within the Accident Compensation Corporation.

MAKING AN APPLICATION

GENERAL: Your application for this position should include:

1. A short cover letter expressing interest in the position and an indication of when the applicant can start in the position if appointed;
2. A most recent curriculum vitae in two to three pages;
3. Complete referee details and authorization form;
4. Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (Certified copies are those that are seen and verified by an Officer of the Court as true copies of the originals);

CURRICULUM VITAE: Your CV should include:

- Details of your work history, including the following information for every position held:
 - position title, employer and the dates you held the position
 - a list of achievements
 - a brief summary of key accountabilities

Certified copies of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application.

- Contact details

REFEREE DETAILS:

Provide three (3) written references with two (2) referees dated within 12 months.

AUTHORIZATION FORM:

In signing the attached Authorization Form you are allowing the Board of the Accident Compensation Corporation or a designated representative to undertake the following checks:

- Approach in confidence the referees you have named and other people who have personal knowledge of you, to gather information related to your suitability for this appointment. You will be contacted if it is considered helpful to approach any referees not named in the application.
- Security checks from the Ministry of Police and general security clearance with other agencies will also be undertaken.

SUBMISSION OF APPLICATION & CLOSING DATE

Applications should be labeled:

APPLICATION FOR THE POST OF SENIOR INTERNAL AUDIT OFFICER, addressed and delivered to:

**The General Manager
Accident Compensation Corporation
Level 5, ACC Building
APIA.**

Closing date of applications is Friday 1st March 2024 at 4:00pm



ACCIDENT COMPENSATION CORPORATION

JOB DESCRIPTION:

Position:

Senior Internal Audit Officer
Accident Compensation Corporation

Responsible to:

Manager Internal Auditor
Accident Compensation Corporation

OBJECTIVES

The Senior Internal Audit Officer is responsible for reviewing and evaluating ACC's Operations. He/ She is responsible for the timely conducting of Internal Audits in accordance with the Annual Audit Plan, as well as assisting with other audit matters and projects.

The purpose of this role is to provide advisory services to ACC that supports effective governance, accountability, performance and sustainability by;

- Analyzing and assessing the effectiveness and efficiency of the operational systems and processes;
- Ensuring the reliability of financial reporting; and
- Ensuring the compliance with ACC Policies, Government laws and Regulations.

DUTIES AND RESPONSIBILITIES

The Senior Internal Audit Officer must possess the skills and attributes for the execution of these duties and responsibilities:

1. Plan, Evaluate and Improve Controls and Risk Management Processes.
2. Review and evaluate ACC's operation.
3. Assess the effectiveness and adequacy of all internal controls of management.
4. Report results of an audit to management by preparing audit work papers and evidence.

5. Provides assistance to the external auditors ensuring that the annual financial statement audit review is performed at a low cost.
6. Identifies improvement opportunities and risk factors from analyzing ACC's operational functions.
7. Identifies creative insights, outliers, and value by carrying out analytical procedures.
8. Performs policy adherence test as well as personally formulate and implement the company's internal audit programs.
9. Communicates agreements on findings with the audited subject, as well as initiate remedial action to resolve the finding.
10. Creates and drafts internal audit report and discuss it with the Internal Auditor
11. Carry out ad hoc assignments based on management requests and/or project assurance, etc. and update audit programs for implementation.
12. Report and assist the Internal Auditor with reviews and special project work as may be required.
13. Provide ad hoc assistance to the Internal Auditor and execute additional responsibilities as designated by the General Manager or Manager Internal Auditor.

Essential Competencies

1. Minimum of a Bachelor Degree in Accounting, Auditing or similar field [Essential].
2. Proven working experience as an Internal Audit Officer [Essential];
3. Ability to manipulate large amounts of data and to compile detailed reports [Essential];
4. Proven knowledge of auditing standards and procedures, laws, rules and regulations [Essential];
5. High attention to detail and excellent analytical skills [Essential];
6. Sound independent judgement [Essential];
7. Honest, committed, reliable and is willing to be part of the team [Highly Desirable].

Term of Contract and Remuneration

This is a permanent staff appointment at a salary of \$35,458 tala per year with allowable benefits if eligible under the ACC Employees Working Conditions Manual 2023.

**SENIOR INTERNAL AUDIT OFFICER
ACCIDENT COMPENSATION CORPORATION**

AUTHORIZATION FORM

I, _____ (Applicant's name), authorize the Selection Panel for the above position to undertake all necessary background and verification checks in relation to my application for the position of Senior Internal Audit Officer of the Accident Compensation Corporation.

I can be contacted for all matters relating to this position on the following:

- Home/Work Address: _____
- Telephones: _____
- Emails: _____

Signature:

Date



ACCIDENT COMPENSATION CORPORATION

LEVEL 5, ACC HOUSE, APIA, SAMOA. TELEPHONE:
+685 23100

**VACANCY:
SENIOR INTERNAL AUDIT OFFICER**

Applications are invited from interested, qualified and highly experienced persons for the above position within the Accident Compensation Corporation.

Senior Internal Audit Officer
Salary Grade: \$35,458 p.a

The position is permanent. The application package can be uplifted from the Office of the Accident Compensation Corporation at Level 5, ACC Building.

Applications must be marked
“Senior Internal Audit Officer”

Please address and delivered to:

The General Manager
Accident Compensation Corporation
Level 5, ACC Building
APIA

Applications will close on Friday, 1st March 2024 at 4:00pm

The Application Packages can be uplifted from ACC Office, Level 5, ACC House, or download from Office website www.acc.gov.ws or via emails: tony.natanielu@acc.gov.ws or call 23100.