



Job Opportunity

Please be advised that the post of **Internal Audit Assistant** is now available for applications at the Tonga Development Bank's Head Office. Only shortlisted applications will be advised and arranged for an interview.

1. Internal Audit Assistant

Post Title: Internal Audit Assistant (**1 position**). The position reports directly to the Senior Internal Auditor.

Responsibilities and Duties

The Primary Role of the Internal Audit Assistant are as follows:

- Contribute to the preparation of the Internal Audit Unit's annual work plan.
- Assist in planning work on assigned segments of an audit /review.
- Assist in determining records / reports or activities to analyse and the extent of testing required.
- For the processes audited, review and evaluate the system of management controls and assess their adequacy and effectiveness and where the appropriate, draft potential recommendations for improvements.
- Document audit findings and discuss with line manager of the department concerned.
- Draft segments of the reports and communications on the results of work performed for review by the Internal Auditor.
- Undertaking Spot Audits including Outer Branch Offices.
- Prepare working papers documenting adequately work performed.
- Assist Internal Auditor with special projects / assignments as necessary.
- Perform other duties as assigned.

Requirements

- Minimum qualification - Diploma in Accounting.
- At least 2 years in an Accounting/Financial firm or Banking field
- Have knowledge and ability with Financial & Banking Skills
- Have knowledge and ability with Computer and Audit Skills
- Have knowledge of legal and financial systems
- Possess strong organizational skills with ability to prioritize and meet deadlines under pressure
- Possess excellent communication skills both oral and written
- Possess strong knowledge of auditing standards, laws, rules and regulations.
- Proven teamwork and problem-solving abilities

Post is placed at **Salary Band 8** of the TDB Band Structure (**TOP 16,320 per annum – TOP \$24,480 per annum**). Entry level will base on experience and qualification.

The Application Form can be collected at your nearest TDB Office. Completed applications to be addressed to:

CEO
Tonga Development Bank
Fatafehi Road
NUKU'ALOFA

Deadline for all applications will be **17 December, 2021, by 4pm.**