



Internal Revenue Commission

Position Description

A. POSITION DETAILS

Position Title/ Designation	Manager: Risk Analysis & Programming
Grade/ Classification	IRC 10
Immediate Supervisor/Manager	Direct Internal Audit & Integrity
Division/ Section	Internal Audit & Integrity Division/ Integrity & Security

B. PURPOSE

This position reports to the Director, Internal Audit & Assurance and is responsible for managing and leading the Risk Analysis and Programming team to undertake risk analysis, strategic audit program planning, and implementing internal audit reviews and control/quality assurance programs. This includes effectively and efficiently facilitating the implementation of regular and annual audits of the Commission's auditable areas.

C. ACCOUNTABILITIES

- Provide leadership and fostering high standards of work performance when undertaking risk analysis, strategic audit planning annual and/or special internal programs, and implementing internal audit reviews and control assurance programmes.
- Enhance continuous risk profiling and risk landscaping within the Commission.
- Ensure effective risk analysis and assessments are undertaken across the Commission's auditable areas.
- Ensure the employees (auditors) within the team have up to date knowledge and understanding of internal risks, operational systems and procedures within the work area/division.
- Ensure Internal Audit work programs are effectively and efficiently completed within approved budget and time frames.
- Foster a high performance culture, value learning, continuous improvement and diversity within the team, division and across IRC.

D. POSITION AND PERSON SPECIFICATIONS

- Degree in Accounting or Law and/ or a relevant discipline, or extensive industry experience.
- Knowledge and experience in managing risk analysis, strategic audit planning and the implementation internal audit reviews and control/ assurance programs.
- Knowledge, understanding and practical experience with Public Finances Management Act 1995, Public Services Management Act 1995, and the understanding of Tax Acts and Regulations.
- Experience in Auditing, Accounting or Law or a relevant discipline.
- Experience in maintaining internal integrity and control systems; and ability to reduce or mitigate the risks/incidents of fraud and theft against an organization, and misconduct in the workplace.
- Experience in auditing, investigation and accounting skills and the ability to undertake thorough workplace risk analysis and assessments.
- Effective planning and project management skills with the ability to set and work under pressure (personal, team and IRC) and meet deadlines.
- Strong investigative, research, analytical and problem solving skills;
- Excellent influencing and interpersonal skills with people at all levels, internally and externally, including strong written and oral communication skills.