



# WE ARE HIRING



## TISA BANK AUDIT & ADVISORY MANAGER

**Location** | Head Office, Port Moresby

**Qualifications** | Bachelor's degree in accounting, finance, business administration, or related field.

- Experience** |
- 7+ years in progressively responsible positions, including at least 3 years in a senior leadership role within internal audit.
  - Certified Internal Auditor (CIA), preferred.
  - Certified Public Accountant (CPA), or Chartered Accountant (CA) designation required.
  - Strong understanding of risk management concepts and ability to integrate them into the audit process.

A full job description of this role can be found on our website <https://www.tisa.com.pg/about-us/careers/>

**Successful candidate are to provide the following Pre-Employment Requirements;**

1. COVID-19 Vaccination Card
2. Medical Examination Report (must be of current year)
3. Police Clearance (must be of current year)

**Application Closes 4pm, Monday 6th May 2024**

For more information visit:  
[www.tisa.com.pg](http://www.tisa.com.pg)

Submit your Expression of Interest and Resume to:  
[TISA.Recruitment@tisa.com.pg](mailto:TISA.Recruitment@tisa.com.pg)



## POSITION DESCRIPTION

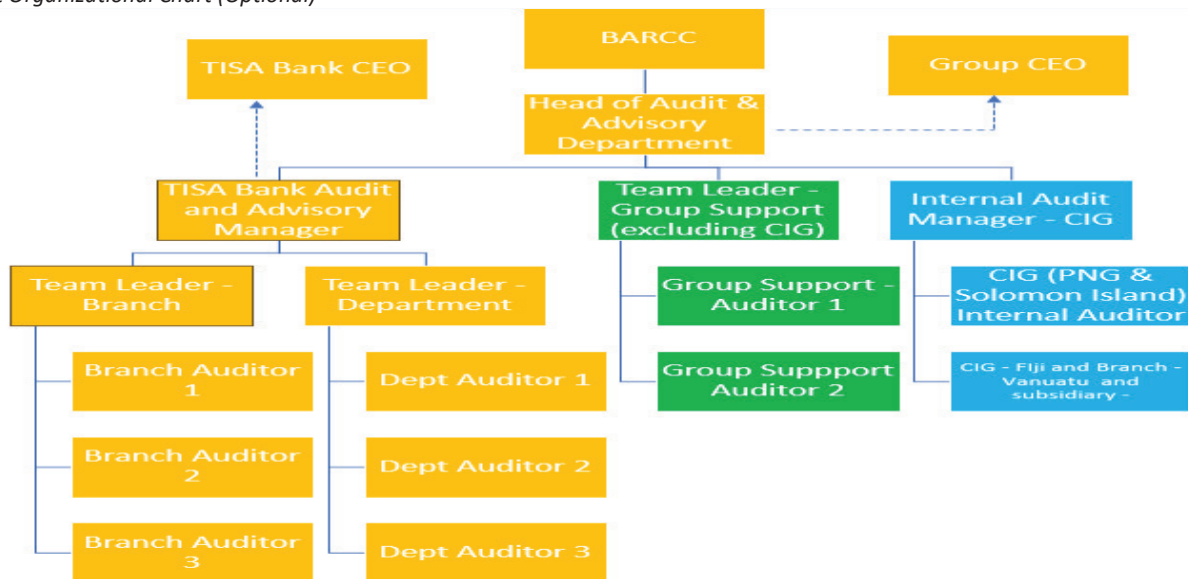
Position Details			
Job Title:	TISA Bank Audit and Advisory Manager	Grade:	
Department:	TISA Group Audit and Advisory Department	Division:	TISA Group Audit & Advisory Department
Job Family:	TISA Bank Audit and Advisory Section		
Incumbent:	New		
Reports To:	Direct report to TCF or TISA Bank BARCC Direct report to Head of TISA Group Audit and Advisory Department Dotted Line to TISA Bank Chief Executive Officer		
Role Purpose:			
Major Areas of Responsibility and Key Performance Indicators (KPIs)			
Key Result Areas (KRAs) <i>List of overall goals that guide how the incumbent performs his/her job, or general achievement and progressive goals.</i>		Weighting (% out of 100) <i>Lagging rate indicating success</i>	Key Performance Indicators (KPIs) <i>List of critical (key) indicators of progress towards an intended result.</i>
<b>Oversight of TISA Bank Branch and Department Audit Section within TISA Group Audit and Advisory Department</b> <ul style="list-style-type: none"><li>Provide oversight to the TISA Bank internal audit function to ensure independent and objective assessment of TISA Group’s internal controls, risk management practices and governance processes.</li><li>Collaborate with the Head of TISA Group and Advisory Department to align audit plans, address findings and enhance risk mitigation efforts.</li><li>Ensure that the TISA Bank Audit and Advisory Section within the Department has the necessary resources, including staff and competency, budget and technology to function effectively</li><li>Conduct staff appraisal and identify skill gap</li></ul>		45%	<ul style="list-style-type: none"><li>100% completion of audit plan, cause of delays and deferral are communicated to the Management and BARCC</li></ul>
<b>Advisory</b> <ul style="list-style-type: none"><li>Serve as a trusted advisor to management on matters of risk and control</li><li>Foster a culture of continuous improvement within the department and across TISA Group</li><li>Oversee the development and implementation of an effective fraud detection and prevention program</li><li>Keep abreast of new developments in the field of auditing, including emerging technologies and best practices</li></ul>		25%	<ul style="list-style-type: none"><li>Accurate and timely reporting</li></ul>
<b>Reporting</b> <ul style="list-style-type: none"><li>Review of audit reports prior to finalisation and distribution</li><li>Ensure results of audit are communicated to the auditees</li><li>Ensure that all audit findings are properly documented and reported to the BARCC on a quarterly basis or as required</li><li>Collate TISA Bank BARCC and CIG Group BARCC reports for reporting to TISA GROUP BARCC/Board</li><li>Assist in the preparation of the report for Management Meeting and other Meetings as required.</li></ul>		20%	<ul style="list-style-type: none"><li>Accurate and timely reporting</li><li>Maintain and update issue register</li></ul>

<b>Others</b> <ul style="list-style-type: none"><li>Annual review of the Internal Audit Charter, Policy and Manual to capture and align with the relevant changes in the Global Internal Audit Standards, PNG regulations and structure within the TISA Group and TISA Bank.</li><li>Participate in the strategic business meeting/decision when required</li></ul>	10%	1.
<b>Competencies</b>		
<i>List the key competencies required of this role to fully deliver the role responsibilities and requirements.</i>		
<ul style="list-style-type: none"><li><b>Communication:</b> The incumbent need to communicate with employees, clients and other stakeholders. He/she use communication skills to explain complex financial information and make it easier for others to understand. Further, he/she uses communication skills to build trust with others.</li><li><b>Leadership:</b> The incumbent demonstrates leadership skills to motivate the team, improve productivity and help TISA Bank achieve its goals. Strong leadership skills help mentor other members of the within the department and extended to TISA Bank, including junior-level employees.</li><li><b>Strategic thinking:</b> Strategic thinking is the ability to see the big picture and understand how the Department fits into the organization’s goals. The incumbent is responsible for planning and overseeing the entire audit process, including hiring staff, creating a budget and developing a plan for the audit within TISA Bank. Having strong strategic thinking skills helps make important decisions about how to proceed with the audit and how to best use company resources.</li><li><b>Critical thinking:</b> Critical thinking is the ability to analyse a situation and make a decision based on the information available. As a Department Head, he/she need to make important decisions about the company’s future, and ability to think critically can ensure making the best choice. Critical thinking solves problems and make improvements to the TISA Bank’s critical processes.</li></ul> <p><b>Business acumen:</b> Having business acumen means having a thorough understanding of the business world and how companies operate. This can include knowing the challenges companies face and how to overcome them. Having business acumen can help an auditor develop strategies for assessing a company’s financial health and identifying areas of improvement.</p>		
<b>Required Knowledge, Skills &amp; Experience</b>		
<i>List the required skills, knowledge and experience required of this role to fully deliver the role responsibilities and requirements. This includes qualifications, knowledge, skills and experience relevant to this role.</i>		
<b>Qualifications</b> <ul style="list-style-type: none"><li>7+ years in progressively responsible positions, including at least 3 years in a senior leadership role within internal audit</li><li>Bachelor’s degree in accounting, finance, business administration, or related field;</li><li>Certified Internal Auditor (CIA), preferred</li><li>Certified Public Accountant (CPA), or Chartered Accountant (CA) designation required</li><li>Strong understanding of risk management concepts and ability to integrate them into the audit process</li><li>Strong ethical compass and are committed to upholding professional standards</li><li>Demonstrated success leading and motivating teams, with experience managing direct reports</li><li>Excellent verbal and written communication skills</li></ul>		
<b>Required Skills &amp; Experience Profile</b> <ul style="list-style-type: none"><li>Acquired relevant experience in TOP 5 Auditing firms (preferred)</li><li>Experience working in a public company and/or regulated environment</li><li>Experience with data analytics and continuous auditing techniques</li><li>Relevant exposure to risk-based audit systems</li></ul>		
<b>Role Dimensions</b>		
<b>Budget</b> <i>(Financial Budget for which this position has direct control)</i>	Gross annual salary – K120,000 to K150,000 Accommodation allowance of K52,000 per annum (K4,333.33 monthly) CUG Phone (on Medium Plan) One Club membership	
<b>Relationships</b> <i>(State the different stakeholders that this position deals with, both internal and external)</i>	<ol style="list-style-type: none"><li>Main internal contacts – Auditees and TISA BANK Department Heads and Staff (and or process owners)</li><li>Main external contacts – TISA Bank external auditors or consultants, BPNG representative during on site review</li></ol>	
<b>Decision-Making &amp; Discretionary Authority/Recommendations</b>		
<i>List the type of decisions and recommendations that this position has the authority to make as well as any discretionary powers.</i>		
<ul style="list-style-type: none"><li>Recommending for hiring of new staff</li><li>Identifying training required for the team members</li><li>Retaining team members</li></ul>		

- Recommending course of actions based on the results of special review and investigation
- Recommending for extension of time to complete engagement and other special review works
- Identifying other critical areas in the business which will require audit

### Reporting Structure

*Insert Organizational Chart (Optional)*



<b>Reports To:</b>	Directly to Head of Audit and Advisory Department Directly to TISA Bank Board Audit, Risk, Compliance Committee (BARCC)
<b>Dotted or Dual-line Report</b> (If applicable):	TISA Bank Chief Executive Officer
<b>Reporting to this Position:</b> <i>List the position titles, grade and number of other positions reporting to this position</i>	Team Leader – Branch Audit Team Leader – Department Audit
<b>Other Information</b>	
<i>Provide other relevant information about the position.</i>	
The role may be requested to relieve Unit Head or Other Managerial Role within the TISA Group Audit and Advisory Department. He/she will be called upon to lead a project and provide training from time to time.	
<b>Confirmation</b>	
<b>Incumbent's Signature:</b>	<b>Date:</b>
<b>Manager's Signature:</b>	<b>Date:</b>