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### Internal Audit Officer

#### Primary Objective of Position

The Internal Audit Officer works as part of the team controlling supermarket stock and completing reports for management.

#### Key Outcomes

1. Stock audits implemented:
  - Routine stock control
    - audits
    - monitoring/analysis
  - Special audits and investigations conducted
  - Procedure compliance audits
2. System application (supermarket/departmental store)
  - Stock management system interrogation
  - Application of systems:
    - stock management (including warehouse)
    - PoS,
    - re-ordering
    - security & control
3. Reporting/Informed management:
  - Computerised stock systems updated
  - Reports generated
    - weekly stock reports
    - stocktaking/audit reports
    - procedure and special
  - Compliance and stock issues reported to management.
4. Demonstration of Boroko Foodworld value and image standards at all times.
  - teamwork
  - health, safety, security and environmentally aware

Duties / Responsibilities (Describes key competencies required to achieve performance levels)

#### Competence

#### Competence Description

##### Business

Risk Management

Monitor and report on the risks for a work group or a project.

Planning	Plan and prioritise a course of action to achieve the outcome for your team or work unit.
Systems and Procedures	Explain/teach set procedures to others; propose efficiency improvements
Documentation	Prepare documentation on a topic that is relevant, well-structured and logical.

#### Customer

Quality Focus	Monitor outcomes: inspire and support others to achieve the quality standards.
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#### People

Team Orientation	Promote team morale and build commitment towards a common aim.
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#### Professional

Technical Strength	Identify and analyse the problem or issue and match it with an established technical solution.
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Compliance	Provide general advice on compliance to the relevant laws and regulations – be accountable for compliance in work area.
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#### Interactions

Internal	Management team Audit and Finance team
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#### Person Specifications:

##### Qualifications

###### Preferred

Certificate	bookkeeping and/or computer skills
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###### Desirable

Diploma	Accounting
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##### Requirements

##### Work Knowledge and Experience

Experience working in a supermarket or a department store  
 Good knowledge of computer systems  
 Experience in stock control systems  
 Bookkeeping or accounting certificate would be an advantage

Personal Attributes :

Attribute Type

Attribute

Behavioural

Accountable  
Detail Oriented  
Reliable

Interpersonal

Open and Honest  
Perceptive  
Team Oriented

Thinking

Analytical  
Disciplined / Systematic  
Initiative  
Well Organized

How to apply:

**Closing Date:** Thursday, 4 March, 2010