



OPPORTUNITY FOR EMPLOYMENT - TONGA DEVELOPMENT BANK
INTERNAL AUDIT OFFICER – HEAD OFFICE, NUKU’ALOFA

The Tonga Development Bank is seeking a dedicated and detailed – oriented Internal Audit Officer to join our Team at TDB Head Office Nuku’alofa.

The position of Internal Audit Officer - Head Office will be responsible for;

- For assisting the Internal Auditor in carrying out internal audits across the Bank, in line with the approved internal audit program.

Principal Accountabilities of the Internal Audit Officer includes:

1. Planning
 - Assist in the planning and execution of audit engagements, including contributing to annual work plans, preparing assigned audit areas, and ensuring all work meets departmental and professional standards
2. Review & Documentation
 - Assist in evaluating management controls and processes by analysing records, reviewing financial and operational information for accuracy and effectiveness, documenting audit findings, recommending improvements and supporting the IA with special projects and assignment
3. Reporting
 - Draft internal audit reports and communicate audit results for the IA review. Prepare management letters, including certificates and issues requiring managements attention, for review by the Internal Audit.
4. Follow up & Monitoring
 - Assist the Internal Auditor in following up with line Managers to ensure appropriate remedial actions are taken to address audit issues
 - Monitor and track the closure of identified findings to prevent recurrence and support the completion of the internal audit certificate
5. Risk
 - Support the Internal Auditor in promoting effective improvements to the internal control environment and risk management processes, and actively participate in enhancing internal audit procedures

Qualifications : A Diploma in Accounting, Finance or a related field such as Auditing or Financial Management is preferred, with strong knowledge of financial and banking systems and a minimum of 2-3 years of relevant experience. Candidates without these qualifications may also apply.

Remuneration: The post of Internal Audit Officer is at Band 8 with a salary scale ranging from TOP\$21,722 to \$32,583 per annum. The entry point will depend on qualification and working experience being brought to the job.

Benefits: Attractive benefits are also available including staff loans, retirement fund scheme and excellent opportunities for advancement.

Applications: Applicants from other organizations or Government Departments and Tongatapu must apply through their Head of Departments or employers. **Applications must be addressed to:** Acting/Chief Executive Officer, Tonga Development Bank, Fatafehi Road, P.O Box 126, Nuku'alofa. Application forms are available at any of the TDB offices and our website: www.tdb.to. Only shortlisted applicants will be advised and arrange for an interview.

Deadline : Deadline for All applications is Friday 7th November **2025, 4pm.**

For further enquiries, contact Human Resource division, Head Office at phone 23-333 extension 221.