

	<b>Gujranwala Waste Management Company (GWMC)</b>	Issue Date: 1 <sup>st</sup> Jan, 2017
		Policy Ref # JD/ AM IA/Audit
	<b><u>Job Description of Assistant Manager Internal Audit</u></b>	Revision # 00 , dated:
		Manual: Part of Human Resource

**Reports To:** Manager Internal Auditor

**Department:** Internal Audit Department

**Location:** Head Office

- Prepare or contribute to the preparation of work plans and audit programs for assurance and/or consulting engagements.
- Obtain required information directly or indirectly through examination of records or from operations, procurement and finance department.
- Compile the information gathering in a format required for the auditing process
- Liaison closely with operations, legal, procurement and finance department as per direction of Manager Internal Audit.
- Communicate the internal auditing procedures, plan and schedule to the allied departments.
- Prepare working papers documenting adequately work performed for audit committee Meeting as desired by the Sr. Manager.
- Help Manager Audit in drafting of the reports and communications on the results of work performed, for review by the Chief Internal Audit.
- Any other functions assigned by the Company

### **Special Skills**

- The candidate must have
- University degree in Finance/Accounting from a university recognized by the Higher Education Commission
- Minimum 3 years relevant experience of internal auditing in a well reputed public private sector organization.
- Experience in public sector administration or internal auditing is an advantage
- **Age** - Maximum 45 Years

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