

1. ASSISTANT MANAGER INTERNAL AUDIT

Age - Maximum 45 Years

Qualification: University degree in Finance/Accounting from a university recognized by the Higher Education Commission.

Experience: 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.

Report to: Manager Internal Audit

Job Responsibilities

- 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 Sr. 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 Sr. Manager Audit in drafting of the reports and communications on the results of work performed, for review by the Chief Internal Audit.
- Other tasks assigned by competent authority