

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

Reports To: Chief Internal Auditor

Department: Internal Audit Department

Location: Head Office

- Carrying out the audit plan as designed by Chief Internal Audit.
- Coordinate work with procurement, legal, finance and operations departments for Internal Audit.
- Deciding how best to schedule audits/projects, allocate audit resources, and improve audit processes/procedures.
- Developing audit engagement scope, completing field-work, preparing audit reports reflecting the results of the work performed
- Perform audit procedures to verify that controls are operating with the Company.
- Analyze and conclude on effectiveness and efficiency of control environment.
- Document the results of audit work in accordance with the Best Practices of and internal auditing and applicable standards.
- Help Chief Internal Auditor (CIA) in preparing timely audit reports for executive management, the Audit Committee and the Board of the Directors of the Company.
- Assess, evaluate and promote compliance to internal direct policies.
- Contribute, as appropriate, in the year-end financial audit with the external auditor
- Provide advice on internal control and participates in enhancing internal audit standards and practices
- Provide feedback on performance of Internal Auditors, on audit assignments, as applicable
- Communicating audit results and observations on periodic audit as demanded by the Chief Internal Auditor (CIA) or Audit Committee.
- Perform any other duty assigned by the Chief Internal Auditor/ Managing Director.
- Any other functions assigned by the Company

Special Skills

The candidate must be

- Member of a reorganized body of professional accountants; of
 - Certified internal auditor; or
 - Certified fraud examiner; or
 - Certified internal control/ auditor; or
 - Person holding a master degree in finance from a university recognized by the Higher Education Commission.
- **Experience:** Minimum 5 years relevant experience of internal auditing in a well reputed public / private sector organization. Public sector company exposure/experience would be preferred
- Age - Maximum 45 Years

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