

Advertisement No: MFMC/I/2022/57

SENIOR INTERNAL AUDITOR Description of Services

1. Scope of work

The main responsibility of the Senior Internal Auditor is to plan and perform Internal Audit work under the supervision of the Audit Manager and as directed by the Chief Internal Auditor (CIA). Senior Internal Auditor is required to complete audit documentations including but not limited to audit plans, programs, working papers, audit evidence and draft reports. Furthermore, Senior Internal Auditor will act as the Audit Team Leaders supervising and coordinating all matters pertaining to assigned audits while reviewing the work performed by other team members.

2. Specific responsibility:

- Assists in development of MFMC's annual audit plan.
- Assist in development of the Audit Manual.
- Conduct Risk Assessments and draft audit plan and programs at engagement level and submit for approval.
- Perform & carry-out audits as per audit plan and program.
- Request for documents and information.
- Perform analytical procedures, inspection of documents, walk-through tests and interviews and any other audit procedure or technique required to meet the objectives of the assignment.
- Coordinate and liaise with the auditee and ensure audit schedule in met.
- Arrange audit entry and exit meetings and additional meetings where necessary.
- Review the work done by other team members.
- Submit audit work for review and approval of CIA.
- Prepare and submit audit documentations and reports for review and approval of CIA.
- Communicate audit findings and results to managements & perform routine follow-up audits.
- Assist CIA to implement compliance within the organization, ensuring that the company and employees are complying with regulatory requirements and internal policies and procedures.
- Assist CIA in meeting Internal Audit objectives, targets, KPI's and quality standards such as IIA Code of Ethics, IPPF, etc.
- Maintain internal audit policies and procedures in accordance with local and international best practices, all relevant standards, and frameworks.
- Carry out other duties as assigned by CIA.
- Perform any other task assigned by the CIA within the mandate of Internal Audit as determined by the Audit Charter and requirements of MFMC.

3. Requirements:

- Bachelor's Degree in Auditing, Accounting, or an equivalent professional qualification (full or partly qualified).
- Minimum 2-year experience in a relevant auditing role. (i.e., Internal Audit, External Audit, Tax Audit etc.). Preference will be given to candidates with Internal Audit Experience,
- Preference will be given to qualifications with a focus on Internal Audit, Risk Management, Fraud Examination, Forensic Accounting etc.
- Knowledge in application of relevant standards (i.e., IPPF, IFRS and ISA).

4. Preferred Skills:

- Integrity and professional and ethical values.
- Objectivity and professional skepticism.
- Fluency in English (written and spoken).
- Excellent observation, analytical and reporting skills.
- Thorough with auditing process and testing procedures.
- Strong communication and interpersonal skills.
- Ability to meet deadlines and work under pressure.
- Detail-oriented and well-organized, with ability to exercise sound judgement.
- Familiar with business processes and local regulatory requirements.
- Familiar with professional auditing standards.
- Committed to self-development.
- Exceptional leadership and management skills with strong strategic thinking.
- Comprehensive knowledge of auditing practices, procedures and principles.
- Extensive understanding of financial, operational, technical, market risk.
- Proficient with accounting systems.

Remuneration: MVR 20,000.00 + (negotiable based on qualification and experience)

Interested candidates, please complete online job application form; <https://form.jotform.com/213531409438454>