

TERMS OF REFERENCE

Post: Senior Internal Auditor

Reporting relationship: Head of Department

Employment Type: Ordinary (first year on contract)

Gross Salary: MVR 18,000.00

RESPONSIBILITIES AND DELIVERABLES:

1. Participate in opening meetings with Auditee to explain the scope and objectives of the audit engagement to Auditee and provide an overview of all steps in the audit process.
2. Develop a thorough understanding of business processes in scope for assigned audits and document the processes in flowcharts and/or process narratives. Identify and document risks and controls within the business processes.
3. Develop a risk-based audit plan by selecting appropriate audit approach, test procedures and sampling criteria based on professional judgment and defined internal audit methodology.
4. Perform audit tests and prepare working papers in accordance with professional IIA standards.
5. Evaluate the adequacy of process design and the effectiveness of controls in meeting business and control objectives. Identify and document control and process weaknesses and provide evidential support for findings.
6. Review audit team members work and provide appropriate guidance for improvement.
7. Propose practical and value-added recommendations to address control weaknesses and/or process inefficiencies.
8. Organize and reference working papers for review by Chief Internal Auditor.
9. Participate in closing meetings with client at the end of fieldwork, providing clear explanations for identified issues in reporting.
10. Assist in the preparation of a concise and informative audit report to effectively communicate the findings and recommendations to the branch/department and senior management.
11. Assists Chief Internal Auditor in the development of the annual Internal Audit plan.
12. Supports Chief Internal Auditor in the development and implementation of the Internal Audit Function.
13. Review, finalize and Co-ordinate internal audit reports for the quarterly Audit Committee reporting.

EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)

- Bachelor's Degree in Accounting/Auditing or Equivalent (such as Completing ACCA skill level) + 4 years' experience in Accounting/Auditing OR
- Advanced Diploma in Accounting/Auditing + 8 years' experience in Accounting/Auditing

SKILLS AND COMPETENCIES

- Solid understanding of risk and control concepts. Ability to apply these concepts to evaluate the adequacy and effectiveness of business processes and controls to mitigate risk to tolerance levels defined by management
- Working knowledge of professional IIA performance standards with regarding to planning, testing, sampling, and documentation
- Good understanding of accounting principles and financial statements
- Well-developed technical skills in Word and Excel
- Has knowledge of best practiced policies and procedures and business processes
- Good interpersonal skills with a proven ability to communicate effectively (both written and verbal)
- High personal integrity with strong ethics and values
- Ability to stand firm on difficult issues when required
- Strong analytical capability
- Capable of working independently and with minimum supervision
- Logical approach to identifying and evaluating issues and problem solving
- Well-developed organizational skills with the ability to prioritize multiple assignments
- Displays awareness of the need for confidentiality in sensitive matters
- Demonstrated job commitment and personal flexibility to meet changing expectations
- Commitment to self-development and expansion of knowledge
- Flexibility to travel as required