

## TERMS OF REFERENCE

**Post:** Internal Auditor

**Reporting relationship:** Head of Department

**Employment Type:** Ordinary (first year on contract)

**Gross Salary:** MVR 12,038.00

### **RESPONSIBILITIES AND DELIVERABLES:**

- Assisting the Senior Internal Auditor and the Manager/CIA in developing and updating the Internal Audit Universe.
- 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.
- Working with the Senior Internal Auditor to develop the annual plan of the IA Function.
- Conducting risk assessments by understanding the systems, interviewing the department heads, developing flow charts and other risk assessment techniques.
- Providing assurance on the adequacy of the controls in place and assisting in the review process of such controls.
- Developing the assignment plans for the audit and consultancy assignments with the help of the Senior Internal Auditor.
- Developing the audit procedures, checking these procedures from the Senior Internal Auditor and approving the same from the Manager/CIA.
- Conducting the audit assignments as per the approved procedures and collecting the required information, documentations, and audit evidence.
- Creating the required working papers and managing audit files appropriately.
- Safekeeping of the information, documentation and audit evidence collected during the audit process.
- Participate in closing meetings with Auditee at the end of fieldwork, providing clear explanations for identified issues in reporting.
- 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.
- Actively work with other colleagues within Internal Audit and ensure the high-quality advice and services are provided to our stakeholders.
- Doing additional audit work assigned by the Senior Internal Auditor and Manager/CIA.
- Following the standards set by the IA Function in conducting the audit and collecting the recent updates to such a standard to keep up-to-date knowledge of best practices.
- Participating in the activities of the organization and maintaining a positive relationship with staff of the organization.

### **EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)**

- Bachelor's Degree in Accounting/Auditing or Equivalent (such as Completing ACCA skill level) + 1 years' experience in Accounting/Auditing OR
- Advanced Diploma in Accounting/Auditing + 3-year experience in Accounting/Auditing OR
- Diploma in Accounting/Auditing + 8 years' experience in Accounting/Auditing

## SKILLS AND COMPETENCIES

- Good Knowledge of risk and control concepts.
- Working knowledge of audit planning, testing and documentation
- Good understanding of accounting principles and financial statements
- Skills in Word and Excel
- Good 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
- Capable of working independently and with minimum supervision
- 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