



Position	Auditor
No of vacancies	1
Work site	Internal Audit Department- Head Office

### Qualification and experience

- Bachelors' degree in Accounting and Finance or in a related field with minimum 2 years' experience in Internal Audit, OR
- Completed ACCA skill level or hold an equivalent certificate in a related field with minimum 3 years' experience in Internal Audit, and
- Candidate must be able to prove during the interview that he or she is capable and have relevant internal audit experience required for the job

### Contract

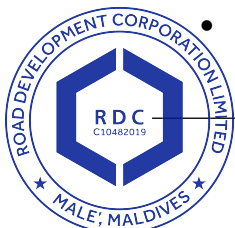
- Contract period 1 year (contract will be renewed based on the staff's performance after completing the initial contract period)

### Skills

- Have sufficient knowledge about Accounting and Auditing standards
- Must be familiar with Microsoft excel and other office packages
- Fluent in both Dhivehi and English communication (written/oral)
- Candidate should be a team player, must take initiative with effective interpersonal skills
- Well organized and being able to work on tight times scales on assignments

### Duties and responsibilities

- Conduct financial, compliance, operational and other audits according to the annual audit plan
- Complete necessary documentation relating to the Internal audit assignments
- Actively involved in the annual internal audit plan and annual budget preparation and other duty assigned in relation to the work of the department
- Resolve problems by communicating with the client and within the team and highlights areas where modification may be needed for the audit scope and plan
- Ensure internal audit reports formulated include written recommendations for the management to improve the company's governance, internal control, and risk management process
- Actively involved in the special audits/investigations conducted in the department





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- Visit sites and being able to travel to different areas where RDC operations are carried out, as part of undertaking audit assignments
  - Ensure audit working papers are prepared on all identified issues and evidence collected are sufficient
  - Gather information from internal or external sources to ensure audit scope and direction is adequate
  - Be familiar with applicable laws and regulations relating to the Internal audit and provide input to the Manager and the Chief Internal Auditor on areas where modification may be needed due to any updates on laws or guidelines relating to Internal audit
  - Assist other team members in effectively performing daily operations

