



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

### Qualification and experience

- Completed ACCA professional level with minimum one year work experience in Internal Audit, OR
- MQA level 7 certificate in the related field with minimum 1 year work experience in Internal Audit
- Work experience in Internal audits in the corporate sector would be an added advantage.
- The 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.

### Skills

- Competent in Microsoft excel and other office packages.
- Fluent in both Dhivehi and English communication
- Have sufficient knowledge about Accounting and Auditing standards.
- The candidate should be a team player, must take initiative and be organized with effective interpersonal skills.
- Well organized and able to work on tight times scales on assignments.

### Duties and responsibilities

- Conducting the internal audit assignments as per the Internal Audit plan approved by the Board Audit committee.
- Completing the necessary documentation relating to the Internal audit assignments (working paper and other related documents)
- Assist the Manager and the Chief Internal Auditor in preparing the annual Internal audit plan, budget and involve in other administrative works undertaken in the Department.
- Resolve problems by communicating with the client and within the team and highlight areas where modification may be needed for the audit scope and plan.



- Ensure internal audit reports formulated include clear explanation of the observations and written recommendations for the management to improve the company's governance, internal control and risk management process.
- Involve in the special audits/investigations conducted in the department, on request of senior management and Audit Committee, Board or those assignments conducted by Internal Audit Department
- Available and being flexible to travel to different areas where Company's operations are undertaken.
- 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 and undertake any other responsibility assigned, as part of the work performed by the Department.

#### Documents required.

- Completed Job application form.
- Copies of the relevant educational and other professional certificates.
- Reference letters from previous employments
- Curriculum Vitae
- Copy of NIC