

## **TERMS OF REFERENCE**

**Post:** Internal Auditor  
**Gross Salary:** MVR 15,000 - 20,000  
**Reporting relationship:** Audit Committee of Board of Directors

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### **RESPONSIBILITIES AND DELIVERABLES:**

1. Develop and execute risk-based audit programs to meet the needs of the Audit Committee, Board and Management of FDC, considering business objectives, strategies and risks facing the Company.
2. Overseeing and managing compliance within the organization, ensuring that the company and employees are complying with regulatory requirements and internal policies and procedures
3. Provide fair and balanced insights into the current, emerging, and potential issues, themes, trends and opportunities that will enhance the efficiency and effectiveness of control processes.
4. Execute the audit plan, which includes documentation of audit results, identifying optimization opportunities for key controls, and recommendations for improvements to key processes
5. Monitor and evaluate the impact on internal controls resulting from modifications to existing processes, proposed new processes.
6. Identify internal controls to mitigate potential or existing financial or operational risks
7. Prepare internal audit reports for the audit committee
8. Other duties as assigned by the audit committee and board of directors.

### **REQUIREMENTS**

- Bachelor's Degree in Accounting, Auditing, Finance or equivalent qualification
- Minimum 2 years' experience in auditing and minimum 1 year of experience in senior management in a corporation.
- Knowledge in application of IFRS, ISA and IPPF.



## APPLICATION FORM FOR EMPLOYMENT

Applicant's  
passport size  
photo

### 1. Job Details

Applied position:

Announcement Reference:

### 2. Applicant's Details

2.1. Full Name:

2.2. Permanent Address:

2.3. Current Address:

2.4. ID Card Number:

2.5. E-mail Address:

2.6. Mobile Number:

2.7. Date of Birth:

2.8. Age:

2.9. Gender:

Male

Female

### 3. Educational Qualification

#### G.C.E Ordinary Level and S.S.C Results

Subject

Grade

Year

#### G.C.E. Advanced Level and H.S.C Results

Subject

Grade

Year

#### Higher Educational Qualification

Program

Level

From

To

Institute/ Country

### 4. Employment History

Designation

Office

From

To

## 5. Applicant's Declaration

I declare that all information provided in this application is accurate and complete. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application.

**Applicant's Signature:**

**Date:**

**Documents to submit:** (Please check if the following documents have been included)

- 1. Curriculum Vitae (CV)
- 2. Educational Certificates (Accredited and Attested copies)
- 3. Copy of National ID card
- 4. Job Reference Letters (Previous/current employment)
- 5. Police Report (On request prior to finalizing of employment)
- 6. Portfolio (if applicable)

**Please submit completed application form, with relevant supporting documents addressed to:**

HUMAN RESOURCES,  
Fahi Dhiriulhun Corporation  
8<sup>th</sup> Floor, H. Orchid  
20095, Ameeru Ahmed Magu,  
K. Malé, Republic of Maldives.