

JOB VACANCY

HDC(161)-HR/IU/2019/184
30th December 2019

Senior Audit Officer
Internal Audit**MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF Level 7 qualification in Accounting or any relevant field with minimum 2 years' experience in financial regulatory and compliance audit. **(OR)**
2. ACCA Skill Level with minimum 2 years' experience in financial regulatory and compliance audit.

OVERALL SCOPE

Providing a full range of financial, compliance, and operational audits, investigations, internal control structures, accountability, and use of resources.

SCOPE OF WORK

- Plan financial, regulatory, compliance or operational reviews/audits with the directions of section Head.
- Coordinates work with Risk, Legal & Compliance and other control-related activities and with others within Internal Audit.
- Conducts risk assessments and identifies controls in place to mitigate identified risks.
- Performing audit procedures to verify that controls are operating through testing and interviewing techniques.
- Analyses and concludes on effectiveness and efficiency of control environment.
- Identifying control gaps and opportunities for improvement.
- Documents the results of audit work in accordance with audit function and the national standards.
- Prepares timely audit reports for executive management, the Audit Subcommittee and the Board of Directors.
- Assesses, evaluate and promote compliance to Internal Control Policies.
- Contribute, as appropriate, in the year-end financial audit with the external auditor.
- Researches new or technical subjects when required to support audits

JOB SKILLS AND SPECIFICATIONS

- Ability to read, analyze, and interpret common scientific and technical journals, reports, and legal documents.
- Ability to work with mathematical concepts as they relate to auditing and fiscal analysis to include accounting and the budget.
- Good verbal and written communication skills to communicate audit results and findings in a clear and concise manner.
- Able to deliver effective results, meet tight deadlines and targets.
- Discretion and need for Confidentiality.
- Should be familiar with Microsoft Office package.

SALARY PACKAGE:

Gross Salary between 19,400.00 to 20,400.00 based on qualification and experience

Application Address

Housing Development Corporation Ltd.
HDC Building
Ground Floor
Phone: +960 3353535
Fax: +960 3358892
Email: hr@hdc.com.mv
Website: www.hdc.com.mv

Application Process:

Download (www.hdc.com.mv) or pick up an Application Form from our offices and submit completed application form with your CV, copies of accredited certificates, Job reference letters, **Police Report** and ID card or Driver's License copy

Application Deadline:

Date: 8th January 2020 (Wednesday)

Time: 14:30hrs