

Position	Auditor
No of Vacancies	1
Work Site	Internal Audit Department – Head Office

### Qualification and Experience

- Bachelor's degree in Accounting and Finance, OR
- Diploma in Accounting and Finance with 03 years' experience in Internal Audit.

### Contract

Contract period: 1 year (contract will be renewed based on the performance evaluation).

### Skills

- Must be familiar with Microsoft Excel and other Office packages.
- Fluent in both Dhivehi and English communication (written/oral).
- Have sufficient knowledge about Accounting and Auditing standards.
- Communication skills and problem-solving skills.
- Well organized and able to work on tight timescales 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 duties assigned in relation to the work of 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 written recommendations for management to improve the company's governance, internal control, and risk management process.
- Actively involved in the special audits/investigations conducted in the department.
- Visit sites and travel when and where necessary, to different areas where the company's operations are carried out.
- Ensure audit working papers are prepared and sufficiently completed.



- Be familiar with applicable laws and regulations relating to Internal Audit and provide input to the Manager and the Chief Internal Auditor on areas where modification may be needed due to updates in laws or guidelines relating to Internal Audit.
- Perform other related duties, as assigned.