

TERMS OF REFERENCE (TOR)

Post: Assistant Manager - Internal Audit

Vacancies: 01

Post Type: Full-time

Department: Internal Audit

Reporting to: Internal Audit Manager

Key tasks, responsibilities, and deliverables:

Audit Engagements

- Participate in opening meetings with clients to explain the scope and objectives of the audit engagement to client and provide an overview of all steps in the audit process.
- Develop a thorough understanding of business processes in scope for assigned audits and document the processes in flowcharts and/or process narratives. Identify and document risks and controls within the business processes.
- Develop a risk-based audit plan by selecting an appropriate audit approach, test procedures and sampling criteria based on professional judgment and defined internal audit methodology.
- Perform audit tests and prepare working papers in accordance with professional IIA standards.
- Evaluate the adequacy of process design and the effectiveness of controls in meeting business and control objectives. Identify and document control and process weaknesses and provide evidential support for findings.
- Review audit team members work and provide appropriate guidance for improvement.
- Propose practical and value-added recommendations to address control weaknesses and/or process inefficiencies.
- Organize and reference working papers for review by internal audit manager.
- Participate in closing meetings with client at the end of fieldwork, providing clear explanations for identified issues in reporting.
- Assist in the preparation of a concise and informative audit report to effectively communicate the findings and recommendations to the branch/department and senior management.
- Assists in the development of the annual Internal Audit plan.
- Supports Internal Audit Manager in the development and implementation of the Internal Audit Function.
- Review finalizes and Co-ordinate internal audit reports for the quarterly Audit Committee reporting.

Internal Controls

- Contributes to the safeguarding of corporate assets by ensuring that appropriate internal controls are in place and operating effectively.
- Perform consulting services for management through participation in projects designed to introduce new and/or changing processes, products, or facilities.
- Provide consultative support to branches and departments with regard to the adequate design and execution of risk management processes.

People and Leadership

- Contribute to the development of an Internal Audit team that promotes delivery of high value-add outputs and teamwork.
- Actively work with other colleagues within Internal Audit and ensure high quality advice and services are provided to our stakeholders.
- Develops and maintains effective and professional working relationships with all levels of staff within the Corporation, including Senior Management and Audit Committee of the Board.
- Conducts investigations of suspected internal fraud.

Requirements

- Bachelor's Degree in Accounting/Auditing or Equivalent (such as Completing ACCA skill level) + minimum 3 years' experience in Accounting/Auditing. OR,
- Master's Degree in Accounting/Auditing + 1-year experience in Accounting/Auditing. OR,
- Minimum 6 years of experience in Accounting/Auditing/public administration with minimum 01 years of experience in public finance /auditing or accounting.

Other Skills and Requirements

- Solid understanding of risk and control concepts. Ability to apply these concepts to evaluate the adequacy and effectiveness of business processes and controls to mitigate risk to tolerance levels defined by management.
- Working knowledge of professional IIA performance standards with regarding to planning, testing, sampling, and documentation.
- Good understanding of accounting principles and financial statements.
- Well-developed technical skills in Word and Excel.
- Has knowledge of best practiced policies and procedures and business processes.
- Good interpersonal skills with a proven ability to communicate effectively (both written and verbal).
- High personal integrity with strong ethics and values.
- Capable of working independently and with minimum supervision.
- Logical approach to identifying and evaluating issues and problem solving.
- Well-developed organizational skills with the ability to prioritize multiple assignments.

- Demonstrated job commitment and personal flexibility to meet changing expectations.
- Commitment to self-development and expansion of knowledge.

Remuneration Package:

- Gross pay between MVR 22500 – MVR 23500 depending on the Qualification and Experience.

Working Hours:

- The selected applicant will be required to work from 0800 to 1600 on weekdays.

Applications, together with (CV/resume, copy of academic certificates, Copy of National ID card, reference letters from current/previous employers supported by nonrelated referees should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-assistant-manager-internal-audit> before **10th March 2021, 14:00hours**. Only short-listed candidates will be notified.