



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

ދިވެހިރާއްޖޭގެ ޖުމްހޫރިއްޔާ ގުޅިގެން
މާލެ، ދިވެހިރާއްޖެ

ROAD DEVELOPMENT
CORPORATION LIMITED

Position	Audit Manager
No of vacancies	1
Work site	Internal Audit Department - Head office

Qualification and experience

- Must have completed ACCA or hold an equivalent certificate with minimum 2 years of experience in Internal Audit, OR
- Hold a bachelor's degree in Accounting and Finance or have completed ACCA skill level or hold any other equivalent certificate in a related field with minimum 4 years of experience in Internal audit
- Candidates must be able to prove during the interview that he or she has previous working experience in a managerial or supervisory level in Internal Audit and also that he or she is capable for the job

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 and have experience in data analytical tools
- Strong written and oral communication skills in dealing with internal and external parties. Candidates must be able to deliver clear and concise messages to both up, down and across the organization especially with all levels of management
- Have sufficient knowledge about Accounting and Auditing standards
- Strong leadership and past experience in managing and guiding an audit team
- Ability to read, interpret and understand and explain technical regulations and accounting and auditing policies
- Ability to handle sensitive and controversial issues
- Well organized and being able to work on tight times scales on assignments

Duties and responsibilities

- Conducting the internal audit assignments as per the Internal Audit plan and reviewing the documents and reports of the team members
- Ensure that necessary documentation relating to the Internal audit assignments are complete and sufficient
- Actively involved in the Internal audit annual plan, annual budget and other administrative processes of the department





- Resolve problems by communicating with the client and within the team and highlights areas where modification may be needed for the audit scope and plan
- Ensure internal audit reports formulated include written recommendations for the management to improve the company's governance, internal control and risk management process
- Actively involve and manage the special audits/investigations conducted in the department
- Visit sites and being able to travel to different areas where RDC operations are conducted, as part of undertaking audit assignments
- Ability to 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 head of the department on areas where modification may be needed due to any updates on laws or guidelines relating to Internal audit
- Propose new internal audit approaches, methods and policies to enhance the department's performance and to ensure adherence to IIA standards and relevant best practices
- Manage and lead the corporate audit strategy and ensure high quality audits are delivered
- Any other responsibility assigned by the Chief Internal Auditor in relation to the works undertaken in the Internal Audit 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 or pass port

