

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

TOR- Auditor

Document Number	TOR-2020/6	Authorized Date	21st June 2021
Owner	Internal Audit	Version	V1
Classification	Public	Author	Shiufa Hussain
Effective Date	21st June 2021	Authorized by	CEO-Mr. John Grindall

Post: Auditor

Post Type: Permanent (Initial contract shall be 1 (one) year. The contract will be changed to a permanent contract on successful completion of performance appraisal at the end of year 1.)

Classification: Assistant Manager Gr1 Level 1

Rank: MM3

Division: Internal Audit

Reporting Relationships

The Auditor will report to the Chief Internal Auditor.

The main responsibility of the Auditor will be to assist and carry out activities related to internal audit function of Pension Office.

Scope of Work

- Assist to develop a risk based annual audit plan to ensure that all functions are subject to systematic review.
- Carry out the planning, fieldwork, and reporting for operational audits to ensure compliance with established policies and procedures.
- Review audit work papers
- Carry out ad hoc audit reviews to investigate any areas identified
- Prepare reports based on the findings of investigations conducted.
- Monitoring and reporting on the audit activities to Division and Department heads



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- Assisting other departments during official events and functions organised by the office.
- Any other relevant responsibilities and tasks assigned by management.

Qualifications and Experience

- A Bachelor's Degree or equivalent professional qualification with specialization in any one or any combination of the following;
 - ❖ Auditing
 - ❖ Accounting
 - ❖ Risk Management
- Minimum 3 years' professional work experience in auditing, risk management or related fields.
- Experience in leading and supervising a team of staff.
- Good technical auditing skills.
- Familiarity with auditing systems.
- Fluency in written and spoken Dhivehi and English language is essential.

Additional Desired qualifications

- Possession of a Certified Internal Auditor (CIA) designation.

Desired Skills and Competencies

- Expertise in the areas of auditing and compliance, and risk management, with a thorough understanding of auditing, financial reporting, enterprise risk management and compliance.
- Proven knowledge of international auditing standards and procedures.
- Excellent and effective communication (verbal and written) skills, including the ability to prepare concise reports and deliver presentations, making and defending recommendations.
- Sound judgment in making decisions and resolving issues / problems.
- Ability to manage and prioritize multiple tasks.
- Ability to evaluate systems and procedures and develop improvements
- Organizational, management and administrative skills and experience.
- Experience in using computers, Microsoft Office software package, QuickBooks and other relevant auditing and accounting software.



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