

**JOB VACANCY**

HDC (161)-HRM/IU/2021/606

07<sup>th</sup> December 2021**Audit Investigator**  
**Internal Audit****MINIMUM QUALIFICATION & REQUIREMENT**

1. Degree or MNQF Level 7 Qualification in Audit / Accounting / Legal or any other relevant field with minimum 4 years of experience in investigative auditing or investigations.
2. Preference will be given to candidates who have experience in fraud investigation/audit (all defined under fraud tree of CFE) or special audit or forensic audit. (Such works shall be specified in the referral documents.)

**OVERALL SCOPE**

Conduct investigative and special audits, assess the risks of frauds and corruption, and assist in development of the long-term Internal Audit strategy in investigations and fraud risk management.

**SCOPE OF WORK**

- Conduct investigative and special audits or any other audit/advisory engagements as per the directions of the supervisor.
- Assist in Preparation and presentation of timely reports for executive management, the audit committee and BoD.
- Identify and call attention to fraud risks through assurance, consulting activity; improving the effectiveness of company's governance, risk management, and internal control activities.
- Assist in development of the long-term Internal Audit strategy in investigations and fraud risk management.
- Document the results of investigations/audit works in accordance with internal audit manual.
- Research technical subjects, laws, regulations, policies, related to auditing and accounting when required to support audits.

**JOB SKILLS AND SPECIFICATIONS**

- Experience with interview techniques for fact findings.
- Ability to lead and to interact with all levels, set objectives, drive results, and a team player
- Able to deliver effective results, meet tight deadlines and targets.
- Skeptical thinking.
- Able to Analyze and evaluate financial data and draw conclusions and recommendations.
- Prepare comprehensive, complex accounting and statistical reports.
- Prepare graphical representations of findings and conclusions.
- Knowledge of Microsoft Office programs such as Outlook, PowerPoint, Word and Excel.
- Should be an effective communicator verbally as well as through writing skills.
- Strong interpersonal skills.
- Should be able to work as an individual and as a flexible team player.

**SALARY PACKAGE**

Salary negotiable based on qualification and experience.

**Application Process**

Send the application along with your CV, copies of accredited certificates, Job reference letters, Police Report and ID card or Driver's License copy via the link (<https://jobs.hdc.com.mv/>). For any additional queries please contact to 3353535.

**Application Deadline:****Date: 13<sup>th</sup> December 2021 (Monday)****Time: 14:00hrs**