

TERMS OF REFERENCE (TOR)

Post:	Internal Auditor
No of Vacancies:	01
Post Type:	Full time
Department:	Internal Audit
Reporting to:	Assistant Manager - Internal Audit

Key tasks, responsibilities, and deliverables:

- Assisting the Team Leader and the Audit Manager in developing and updating the Internal Audit Universe.
- Participate in opening meetings with the client to explain the scope and objectives of the audit engagement to the client and provide an overview of all steps in the audit process.
- Working with the Assistant Manager to develop the annual plan of the IA Function.
- Conducting risk assessments by understanding the systems, interviewing the department heads, developing flow charts and other risk assessment techniques.
- Providing assurance on the adequacy of the controls in place and assisting in the review process of such controls.
- Developing the assignment plans for the audit and consultancy assignments with the help of the Team Leader.
- Developing the audit procedures, checking these procedures from the Team Leader, and approving the same from the Audit Manager.
- Conducting the audit assignments as per the approved procedures and collecting the required information, documentation, and audit evidence.
- Creating the required working papers and managing audit files appropriately.
- Safekeeping of the information, documentation, and audit evidence collected during the audit process.
- Participate in closing meetings with clients 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.

- Actively work with other colleagues within Internal Audit and ensure the high-quality advice and services are provided to our stakeholders.
- Doing additional audit work assigned by the Team leader and Audit Manager.
- Following the standards set by the IA Function in conducting the audit and collecting the recent updates to such a standard to keep up-to-date knowledge of best practices.
- Participating in the activities of the organization and maintaining a positive relationship with staff of the organization.
- Provide support on ad hoc requests as required by the Management.

Requirements and Qualifications:

- MQA level 5 or 6 qualifications of Auditing or Accounting **with** Minimum 01-year experience in relevant field (prior experience in Auditing or Accounting).

Other Competencies required:

- Good Knowledge of risk and control concepts.
- Working knowledge of audit planning, testing, and documentation.
- Good understanding of accounting principles and financial statements.
- Good knowledge of best-practiced policies and procedures and business processes.
- Excellent interpersonal skills along with communication skills including verbal and written, with a strong emphasis on report writing and presentation capabilities.
- Excellent computer skills including the processing of word documents, spreadsheets, and databases.
- High personal integrity with strong ethics and values.
- Ability to stand firm on difficult issues when required.
- Capable of working independently and with minimum supervision.
- Displays awareness of the need for confidentiality in sensitive matters.
- Demonstrated job commitment and personal flexibility to meet changing expectations.
- Commitment to self-development and expansion of knowledge.
- Familiarity with trade, economic development, and development of the private sector in the Maldives.

Remuneration package:

- Gross pay between MVR 14,000 – MVR 15,000 depending on the Qualification and Experience.

Working Hours:

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

Documents required with the job application:

- Complete and up-to-date Curriculum Vitae (CV).

- Copy of National Identity Card.
- Copies of academic certificates with transcripts.
- **All international certificates must be accredited by MQA.**
- Reference letters from current/ previous employers certifying type of employment, job roles, and service period.
- Recommendation letters from previous supervisors or employers (optional).

How to Apply:

- Required documents should be submitted using the link:
<https://sdfcmv.aidaform.com/job-application-form-internal-auditor4> before **15th February 2022, 14:00hours.**

Important notes to applicants:

- Incomplete applications will be rejected without further notice.
- Applications should be submitted only via the given link, applications received via email will be rejected.
- Only short-listed candidates will be notified of the interview.

For inquiries, please contact us on weekdays between 9:00 am to 14:00pm via phone 3026015 / 3026016 or email to hr@sdfc.mv