

# Assistant Manager Internal Audit

Job

Position Title: Assistant Manager Internal Audit
Reports to: CEO
Department: Internal Audit
Direct Reports: Manager Internal Audit
Position Grade: III
Advertisement Date: 1st December 2024
Last Date to Apply: 17th December 2024

Purpose (Strategic KPIs)
<ul style="list-style-type: none"><li>• Provide an independent and objective assessment of the effectiveness and efficiency of a company’s operations, in its internal control structure.</li><li>• Assist Manager Internal Audit to accomplish Company objectives by conducting internal audit assignments and by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.</li></ul>

Principal Accountabilities (Duties & Responsibilities)
<ul style="list-style-type: none"><li>• Assist Chief Internal Auditor in the preparation of Risk Based annual Internal Audit Plan.</li><li>• Conduct engagement level risk assessments to identify areas for audit focus and prepare audit programs.</li><li>• Collaborate with cross functional teams to gather information and understand business processes.</li><li>• Execute audit fieldwork, including test of controls and substantive testing to gather relevant and reliable audit evidences.</li><li>• Evaluate the adequacy and effectiveness of internal controls and compliance with relevant laws, regulations, and internal policies.</li><li>• Conduct internal audits in accordance with IIA standards including segments of financial, operational and compliance audits of various departments / processes / projects.</li><li>• Discuss audit findings with concerned stakeholders and carry out follow up on corrective actions.</li><li>• Draft concise, complete and clear audit reports free from technical jargons.</li><li>• Prepare working papers documenting work performed during the course of audit.</li><li>• Stay updated on industry trends, regulatory changes, and best practices in internal auditing.</li></ul>

Knowledge, Qualification, Skills, and Experience
<ul style="list-style-type: none"><li>• Minimum 3 to 5 years of relevant work experience</li><li>• Possesses the capability and tenacity to drive process improvements and change as the position is responsible for generating value added recommendations to enhance overall internal control and operational effectiveness of business processes.</li><li>• Knowledge about governance, risk management and internal controls processes.</li><li>• Understanding and application of Financial and Management Accounting for analysis in audits of various departments / processes / projects.</li><li>• B.Com/BBA/BS(Accounts &amp; Finance) from HEC recognized University / ACCA/ICMA Or;</li><li>• ACCA/ICMA Finalist/CA (Inter) with B.com/BBA/BS(Accounts &amp; Finance)</li><li>• Additional qualification related to Internal Audit including CIA will be preferred.</li></ul>

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