

A) Job Description			HR JD DOC NO
Job Title	Additional Director- Chief Internal Auditor	Department	Finance
Reports To	Audit Committee/CEO	Location	Head Office

B) Job Responsibilities
<p><b>Job Objective:-</b> Internal auditor is to add value and improve the company's operations by bringing a systematic and disciplined approach to the effectiveness of risk management, control, and governance processes. The successful candidate will possess a thorough knowledge of accounting procedures and a sound judgement.</p> <p><b>Principal Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations</li> <li>• Determine internal audit scope and develop annual plans</li> <li>• Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc</li> <li>• Prepare and present reports that reflect audit's results and document process</li> <li>• Act as an objective source of independent advice to ensure validity, legality and goal achievement</li> <li>• Identify loopholes and recommend risk aversion measures</li> <li>• Maintain open communication with management and audit committee</li> <li>• Document process and prepare audit findings memorandum</li> <li>• Conduct follow up audits to monitor management's interventions</li> <li>• Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards</li> </ul> <p><b>Job Scope / Impact</b></p> <ul style="list-style-type: none"> <li>• Helping the senior management to provide evidence to key stakeholders that they are managing the company effectively.</li> </ul>

C) Job Requirements / Qualifications
<p>Education:</p> <ol style="list-style-type: none"> <li>Member of recognized body professional accountants; or</li> <li>Certified internal auditor; or</li> <li>Certified Fraud examiner; or</li> <li>Certified internal control auditor; or</li> <li>Personal holding a master's degree in business, finance from university recognized by HEC with sixteen years of education</li> </ol> <p>CA/CIA/ CICA will be preferred. The candidate should have at least five years of auditing experience. Minimum 2 years of post qualification experience.</p> <p>Experience and work in Investment Promotion Agencies, thorough understanding of doing business with the</p>

government and functioning of line department within the government, will be given weightage

Maximum age 35 years