

Job Description- Internal Auditor

***JOB PRINCIPAL ACCOUNTABILITIES & JOB CONTENT**

- ❖ 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
- ❖ Determine internal audit scope and develop annual plans
- ❖ Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc.
- ❖ Prepare and present reports that reflect audit's results and document process
- ❖ Act as an objective source of independent advice to ensure validity, legality and goal achievement
- ❖ Identify loopholes and recommend risk aversion measures and cost savings
- ❖ Document process and prepare audit findings memorandum
- ❖ Participates in meetings with individuals and departments to update auditees on findings and the audit process
- ❖ Prepares reports and preserves documentation pertaining to audits for internal record
- ❖ Presents summarized findings concerning audit results and trends for internal groups
- ❖ Conduct follow up audits to monitor management's interventions
- ❖ Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards

Competencies

- ❖ Proven working experience as Internal Auditor or Senior Auditor
- ❖ Advanced computer skills on MS Office, accounting software and databases
- ❖ Ability to manipulate large amounts of data and to compile detailed reports
- ❖ Proven knowledge of auditing standards and procedures, laws, rules and regulations
- ❖ High attention to detail and excellent analytical skills
- ❖ Sound independent judgement
- ❖ BS degree in Accounting or Finance