

## Job Description

Position Title : Head Internal Audit

Supervises: Internal Audit Staff

location : Head office

Report to : Audit Committee

### POSITION SUMMARY

Examining financial records, internal controls and information storage systems; evaluating effectiveness of management operations and procedures; evaluating company records to ensure compliance with standard operating procedures; and reviewing records related to cost, taxes and expenditures to ensure the organization has a solid financial foundation. Add value by acting as a facilitator in business risk management and carrying out value for money reviews, thereby assisting the management in the effective discharge of their responsibilities.

### WORKING RELATIONSHIP

Internal: Obtaining reports regarding Financial records and report to Audit Committee

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare risk profile, especially covering Money Laundering Risk, of each audited business outlet and keep it up to date.
- Timely submit its finding to management or BOD and BOD's proceedings to ensure implementations of controls in the light of deficiencies highlighted by internal audit to mitigate risks identified.
- Ensure comprehensiveness of internal audit reports in terms of coverage of all risks the branches/franchises/booths are exposed to.
- Ensure whether all the regulatory compliance prevailing on the company is implemented.
- Develop internal audit plan for the organization keeping in view the organizational objectives and prescribed reporting framework.
- Make sure smooth execution of Internal Audit Plan by adopting appropriate audit procedures in accordance with Internal auditing standards and practices.
- Verify whether the internal controls system is properly being adopted and implemented by management of the company and is sufficient to ensure safeguarding of assets and mitigating risks posed to the entity.
- Report any fraudulent activities being conducted or likely to be conducted at branches of the company.
- Provide guidelines and support for resolving the audit and compliance related matters.
- To work with management to ensure a system is in place which ensures that all major risks of the

organization are identified and analyzed, on annual basis.

- To coordinate coverage with the external auditors and ensure that each party is not only aware of the other's work but also well briefed on areas of concern.
- To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation.
- To review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management
- Analyze operational and management processes and system controls' effectiveness and efficiency in view to improve internal controls and propose value-added recommendations.
- Maintain respectful and effective communications and relationships with management and staff of areas under review.
- Identify control and processes weaknesses, document main control points and provide evidential support for report recommendations.

### POSITION SPECIFICATION

Minimum Five Years relevant audit Experience

Is a Member of a recognized body of professional accountants **Or** Certified Internal Auditor **Or** Certified Fraud Examiner **Or** Certified Internal Control Auditor **Or** Master degree in finance from University recognized by HEC.

- Strong interpersonal skills and the ability to work effectively both in group as well as independently.
- Ability to perform and prioritize multiple tasks with close attention to details and accuracy.
- Strong oral and written communication skills.