

Habib University Foundation

Job Description

Position Title	Auditor
Department	Finance
Reporting Relationship	Manager Finance / CFO

Scope of the Position

The position will be responsible for setting up an integrated audit function to provide optimal risk coverage by undertaking a University-wide Risk Assessment and utilizing a risk-based audit approach.

The incumbent will be responsible for ensuring that HU is using its resources in the most efficient ways through proper financial accountability. S/he will be involved in collecting financial data, analyzing it and coming up with recommendations. S/he will review the accounts to ensure validity and legality of financial records. S/he will also be responsible for protecting assets by ensuring compliance with internal control procedures and planning and completing financial audits by identifying inadequate or ineffective internal controls, recommending improvements, possible risk aversion measures and cost savings that could be made.

Summary of Key Functions

Key Responsibility & Duties :-

- Plan and undertake audits in all areas/functions of HU.
- Prepare timely Audit Reports incorporating findings that identify potential risks and opportunities for improvement and make recommendations to ensure appropriate and adequate operation of the organizational processes, controls, governance and compliance with all relevant internal policies/procedures as well as external statutory and international requirements
- Develop an Internal Audit Charter (for approval by the Audit Committee) to establish the responsibility and authority of the Internal Audit function at HU.
- Develop a comprehensive Internal Audit Manual (for approval by the Audit Committee). This may be adapted from other manuals currently in existence within the HU Operations.
- Prepare a comprehensive risk map of HU (Research Institutes, Existing Academic Programmes, HR and Central Administration) and formulate a risk based, multi-year audit plan, in consultation with the Audit Committee and Senior Management, which shall be reviewed and updated on an annual basis.
- Follow-up on implementation of agreed upon audit recommendations and corrective actions.
- Prepare detailed reports on audit findings and report to management about asset utilization and audit results, and recommend changes in operations and financial activities where necessary.
- Provides financial control information by collecting, analyzing, and summarizing data and trends.
- Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.
- Review data on material assets, net worth, liabilities, capital stock, surplus, income, and expenditures. Advise company officials about financial and regulatory matters.
- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance with laws, regulations, and management policies.
- Prepare, analyze, and verify annual reports, financial statements, and other records, using accepted accounting procedures to assess financial condition and facilitate financial planning.
- Conduct pre-implementation audits to determine if systems and programs under development will work as planned.
- Review taxpayer accounts and conduct audits on-site, by correspondence, or by summoning taxpayer to office

- Audit payroll and personnel records to determine unemployment insurance premiums, workers' compensation coverage, liabilities, and compliance with tax laws
- Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.
- Assesses compliance with financial regulations and controls by executing audit program steps; testing general ledger, account balances, balance sheets, income statements, and related financial statements; examining and analyzing records, reports, operating practices, and documentation.
- Assesses risks and internal controls by identifying areas of non-compliance; evaluating manual and automated financial processes; identifying process weaknesses and inefficiencies and operational issues.
- Supports external* auditors by coordinating information requirements.

Required Qualification, Experience and Skills	
Qualification	<p>An accountancy qualification from an accredited body, such as the ACCA, CIPFA or CIMA.</p> <p>Additional professional certification such as Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) will be an added advantage.</p>
Experience	Minimum 5 years of work experience in relevant field
Essential Skills	Audit and financial skills, financial diagnosis, analyzing information , research skills, reporting research results
Additional Skills:	<ul style="list-style-type: none"> • Outstanding English language communication skills and interpersonal skills. • Excellent computing skills and familiarity with the computer based audit techniques. • Ability to work independently and as a team member. • Effective management and leadership skills. Ability to work under pressure, multi-task and adhere to timelines. • Ability to work in a variety of different cultural settings with culturally diverse groups. Up to date with the latest development in the field of Internal Audit. • Understanding of a University's functioning, construction processes and project management. • Excellent problem-solving skills and clear logical thinking. • A keen interest in the financial system combined with excellent commercial awareness. • Ability to work to deadlines, under pressure, and the willingness to put in the extra hours when needed. • Strong IT skills. • Excellent interpersonal and communication skills, including good presentation and report writing skills.