



Job Description

Position Title	Internal Auditor
Department	Habib University Foundation - Finance
Reporting To	CFO/Company Secretary - HUF
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible to review and evaluate internal control systems and procedures at Habib University to ensure that Board and Management Approved Policies are complied with, assets are safeguarded, information is maintained in a secure and accurate manner and legal requirements are complied with.

DUTIES AND RESPONSIBILITIES

- For areas of the approved Internal Audit Plan, obtain, review and evaluate internal procedures and supporting documentation to ensure that they provide an effective control system and to identify weaknesses, if any.
- Carry out detailed audits and compliance testing in accordance with the approved Internal Audit Plan. Assesses risks and key internal controls to ensure that an effective control system is in place and to identify weaknesses and areas of non-compliance with laws, regulations and approved policies, if any.
- Prepare detailed reports on the audit findings including asset utilization and audit results and the recommendations for the respective area.
- Carry out special audits to ensure compliance with various related laws, regulations and management policies.
- Periodically follow up on implementation of agreed upon audit recommendations and the corrective actions taken by management.
- Examine and evaluate quarterly/annual financial statements including comparisons with budget for reporting to the Audit Committee.
- Assist in follow up of action items emanating from the Audit Committee meetings.
- Support external auditors by coordinating their information requirements.
- Coordinate with HOH Group Internal Audit and assist in the follow up of their recommendations and the corrective actions taken by management.
- Carry out ad hoc audit reviews to investigate any areas identified by management.
- Prepare presentations for the Board/Audit Committee in collaboration with CFO/Company Secretary.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ ACCA, CIMA or part qualified CA. ✓ Additional professional certification or part completed such as Certified Internal Auditor or Certified Information Systems Auditor (CIMA) will be an added advantage
Required Experience	✓ Minimum of 3 years in the internal audit of a large company or in top 4 audit firm.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Communication skills	High
2.	Writing skills	High
3.	IT Skills (Word, Excel & Power Point)	High
4.	Worked in an ERP Environment	Medium
5.	Work on deadlines	Medium