

Job Description

Position Title	Internal Auditor
Department	Internal Audit
Type of Position	Permanent
Reporting to	CFO and Company Secretary - HUF
Apply here	https://habib.edu.pk/hu-careers/apply-online

POSITION DESCRIPTION

The incumbent will be responsible to review and evaluate internal control systems and procedures 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. Assess risks and internal controls to ensure an effective control system 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.
- Prepare presentations for the Board / Audit Committee in collaboration with CFO & Company Secretary HUF.
- Carry out ad hoc audit reviews to investigate any areas identified by management.

REQUIRED JOB SPECIFICATIONS

Required Qualifications	<ul style="list-style-type: none"> • ACCA/CA/CIA or part qualified CA. • Additional professional certification or part completed such as Certified Internal Auditor or Certified Information Systems Auditor will be an added advantage.
Required Experience	<ul style="list-style-type: none"> • Minimum 3 years in the Internal Audit function of a large company or having worked in top 4 audit firms.

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 in Word, Excel and Power Point	High
4.	Working on tight deadlines	Medium
5.	Worked in an ERP Environment	Medium