

**Appendix A**

**JOB DESCRIPTION**

**Position Title**           Assistant Manager Internal Audit

**Location:**               Islamabad

**Reports to:**             Chief Internal Auditor, NDRMF

**Scope of Work:**

The Assistant Manager Internal Audit, hired full-time, will work under Chief Internal Auditor and assist in conducting internal audits and executing the approved annual audit plan.

**Detailed Tasks and/or Expected Output:**

Specific tasks of the Assistant Manager Internal Audit will include but not be limited to the following:

- 1) Assist in development of the Internal Audit Charter.
- 2) Assist in development of the quarterly, semi-annual & annual Internal Audit Plan.
- 3) Assist in implementation of the Internal Audit Plan.
- 4) Assist in ensuring compliance with the TORs of the audit committee of the BOD.
- 5) Assist in preparing necessary reviews, recommendations and conclusions of auditing activities for the Board and management, considering documentary evidence.
- 6) Assist in coordination with the external auditing bodies.
- 7) Assist in review of funds flow.
- 8) Assist in review of the investments and the interest accrued on investments.
- 9) Assist in assessment of the financial reporting mechanisms and review financial reports.
- 10) Assist in review of work done by audit assistants for various audit functions.
- 11) Analyze the ledgers in relation to the data accuracy which are maintained in the financial software to detect any anomalies including trend analysis.
- 12) Maintaining the audit working papers regarding supporting documentations.
- 13) Assist in analysis of all input records received from company's departments.
- 14) Assist in evaluating audit evidences.
- 15) Assist CIA to prepare detailed audit report.
- 16) Perform any other task assigned by CIA/Management.

**Qualification and Experience:**

- a) ICMA (Inter) / CA (Inter) / ACCA (Qualified) or MBA (Finance) from recognized university.
- b) Preference will be given to candidates who have completed articles from big four chartered companies.
- a) Excellent communication, MS Office and interpersonal skills to collaborate effectively with internal teams, external auditors and regulatory authorities.