

JOB DESCRIPTION

Internal Audit Coordinator (Assistant)

Position Title: Internal Audit Coordinator

Location: Islamabad

Reports to: Chief Internal Auditor

Scope of Work:

The Internal Audit Coordinator, hired full-time, will support the internal audit function and assist the CIA in ensuring effective implementation of audit processes and controls at NDRMF.

TORs:

- Assist in planning, organizing, and executing internal audit assignments in accordance with the annual audit plan.
- Support the development and implementation of internal audit policies, procedures, and methodologies.
- Coordinate with various departments to gather information and documentation required for audit purposes.
- Maintain proper filing and documentation of audit working papers and reports.
- Assist in the preparation of audit reports, including drafting observations and recommendations.
- Follow up on the implementation status of audit recommendations and report progress to management.
- Facilitate communication between the internal audit team and other departments.
- Support management in risk assessment and internal control evaluation activities.
- Maintain and update audit databases and records.
- Perform any other duties assigned by CIA/Supervisor.

Qualification & Experience:

- 14-years of education in Business Administration, Finance, Commerce, or Economics.
- Candidates who have passed the Applied Skills level of ACCA, ICAP CAF stage, or ICMA Managerial stage are also eligible.
- Minimum 2 years of relevant experience in an audit firm, with a preferred focus on internal audit.
- Strong communication skills in English.
- Proficiency in MS Office and other basic IT software.