

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:

Key Responsibilities:

- 1) Assist in the development, review, and update of the Internal Audit Charter to ensure alignment with organizational objectives and regulatory standards.
- 2) Support the Chief Internal Auditor in the planning phase of audits, including risk assessment, scope definition, and resource allocation.
- 3) Develop assignment-level audit plan.
- 4) Develop and maintain process documentation, including flowcharts and narratives, to understand and evaluate key business processes.
- 5) Create and update risk control matrices (RCMs) to identify key risks and associated controls within the organization.
- 6) Design and implement testing strategies to evaluate the design and operating effectiveness of internal controls.
- 7) Carry out audit execution procedures, including data gathering, process walkthroughs, and control testing.
- 8) Analyze and evaluate audit evidence to identify control weaknesses, non-compliance issues, and areas for improvement.
- 9) Document audit findings, recommendations, and management responses in a clear and concise manner.
- 10) Prepare draft audit reports, ensuring accuracy, completeness, and adherence to professional standards.
- 11) Assess the effectiveness of financial reporting mechanisms and review financial statements for accuracy and completeness.
- 12) Supervise and review the work of audit assistants to ensure quality and completeness of audit procedures.
- 13) Maintain comprehensive audit working papers and supporting documentation in accordance with professional standards.
- 14) Prepare reports, presentations or analyses for the Audit Committee/BoD
- 15) Perform any other audit-related tasks as assigned by the Chief Internal Auditor or management.

Qualification and Experience:

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