## Internal Auditor Job Description

### Responsibilities for Internal Auditor

* Develop and implement internal audit scope and audit plans
* Acquire, analyse and evaluate documentation
* Perform permanent control duties
* Prepare and present reports that reflect audit results and document process
* Act as an objective source of independent advice to ensure validity, legality and goal achievement
* Identify loopholes and share risk aversion methods and cost savings
* Develop and maintain and Enterprise Risk Management Framework for the organization
* Maintain open communication with management and audit committees
* Document process and prepare audit findings memorandum
* Conduct follow-up audits
* Follow up with departmental management to ensure the prompt implementation of audit recommendations.
* Any other duties as may be assigned by the Audit and Risk Committee, Group Chief Executive Officer, Group Internal Auditor or Managing Director

### Qualifications for Internal Auditor

* Chartered Certified Accountant, preferred
* Certified Internal Auditor, preferred
* Work with little supervision
* Manage a team
* Excellent report writing skills
* Excellent analysis and data reporting skills
* High level interpersonal skills
* Proven knowledge of auditing standards and procedures, laws, rules or regulations
* Proven work experience as an auditor
* Advanced computer skills in MS Office and databases
* Ability to manipulate large amounts of data and to compile detailed reports
* Willingness to travel up to 10% of the time