



JOB DESCRIPTION

Position	Reporting to	Department
Internal Audit Unit Manager	Head / Deputy of Internal Audit	Internal Audit

I- JOB PURPOSE:

Internal Audit Unit Manager is to assist mission in internal audit department. To perform audit mission at branches or department level, preliminary audit assessment of risk, and produce summary audit to exist meeting with auditee and internal audit report to submit to head/deputy of internal audit department.

II- MAIN DUTIES & RESPONSIBILITIES:

- Assist Head/Deputy Head in developing annual internal audit plan
- Monitor internal audit achievement versus approved annual internal audit plan under responsible unit
- Develop and update audit program and working paper for consistency with audit field work.
- Perform/review preliminary audit analysis (PAA) to identify and set risk based by audit scope of work (macro processes) at departments and branches to ensure that significant risks are identified, and audit activities meet the risk based, scope and objective.
- Perform the audit testing on operational activities such as reports, documents and clients at department and branch level in order to evaluate the quality of internal controls implementation and design by audit scopes (macro process).
- Summarizes finding issues/result with specific root causes and recommendations on work paper to Head/Deputy Head of Internal Audit to ensure the completeness of weakness, Identification.
- Collect relevant and sufficient audit evidence related to specific process/macro-process under supervision in order to relate with process/macro process.
- Lead the debriefing of audit result to head of auditee in order to make sure that they understand well about detail audit finding issues with recommendations to follow up action.
- Provide audit technique and coaching to subordinate and new auditor in comply with audit procedure and programs.
- Implement other tasks that assigned by Head/ Deputy of Internal Audit.

III. QUALIFICATIONS:

- Bachelor/Master of accounting, finance or other equivalent degree
- At least 4 years in auditing or related field
- Required skills of audit, communication, accounting, internal control, and compliance.
- Fluent in English and logical communication