

Auditor

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Company: Tech Vision

Location: Islamabad

Category: other-general

Full Time/Permanent (First Shift (Day))

Department:Audit

Job Location:Islamabad, Rawalpindi

No Preference

Masters

Degree Title:ACA /ACCA /ACMA or MBA Finance/M.Com, MA/ M.Sc. (with Mathematics / Finance subjects) from a recognized institution

Experienced Professional

1 Year(Minimum one years' experience of audit / accounts in an audit firm, commercial bank, large domestic or corporate / multinational organization)

Job Description:

What You Will Do

Auditor is responsible for execution of planned internal audit activity which involves conducting full scope /surprise audits of branches, management audits and special assignments within given timelines.

Assists the Audit Team Lead in performing internal audit work within given time lines by ensuring objectivity and quality. Audit work includes the following but not limited to;

Planning and sampling phase of auditable entity/data

Execution of full scope/surprise audits of branches, management audits and special assignments

Develop and perform all necessary audit tests/procedures, executable audit programs,

control tests, identify audit findings and draft recommendations

Conduct interviews and surveys, gather/develop and documentation/evidence

Review and analyze gathered evidence and document the processes and procedures involved,

Preparation draft Audit Reports, Risk Assessment Summaries, Executive Summaries and all other related annexures/documents (where required)

Conduct/organize the opening/closing meetings including information request, engagement documents for auditee etc.

Complete all working papers, audit files for sign off from Team Lead and Senior Auditor

Keep him/her abreast with the latest audit techniques for inclusion in audit programs and ensure continuous professional development of audit function

Maintaining all organizational and professional ethical standards. Independently work under the general direction of the Audit Team Lead / Senior Auditor / Chief Internal Auditor with latitude for initiative and independent judgment in areas under review

Abides by all the policies and procedures of KMBL, and other policies, procedures and laws, as applicable

What You Need

Preferably Part Qualified: ACA /ACCA /ACMA or MBA Finance/M.Com, MA/ M.Sc. (with Mathematics / Finance subjects) from a recognized institution.

Minimum one years' experience of audit / accounts in an audit firm, commercial bank, large domestic or corporate / multinational organization

Required Skills

Analytical Skills, Time Management, MS Office Suite, Internal Audit, Audit

Management,#J-18808-Ljbffr

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