

### Job Description Form

<b>Function:</b>	Internal Auditor	<b>Staff Category:</b>	Manager
<b>Div / Dept:</b>	Management	<b>Job Grade:</b>	
<b>Name:</b>		<b>Reports to:</b>	CEO

#### Basic Job Description

1. Active and effective co-ordination with the external auditors while maintaining the flexibility of overall audit needs to ensure that the audit function is carried out efficiently and effectively.
2. Maintain close contact with dept. heads to ensure procedures are followed as prescribed and the extent and reliability of controls are ensured.

#### Specific Responsibilities

1. To carry out all internal audit functions smoothly and within the framework of the policies and procedures set out by the company.
2. Prepare quarterly/annual audit plans for submission to the CFO/Audit Committee and provide periodical internal reports covering all areas of operations as set out in the plan.
3. Organize the internal audit functions and make recommendations for the satisfactory internal control systems and procedures are in effect throughout the company's operations.
4. Examine and evaluate the adequacy and effectiveness of the internal controls and the quality of performance in carrying out the assigned responsibilities.
5. Design the audit in such a way to provide senior management with evaluations and recommendations on the reliability and integrity of financial operating information, compliance with policies, plans, procedures, government laws and regulations, the adequacy of the means established to safeguard the company's assets, the economy and efficiency with which resources are employed and the realization of the established goals and objectives.
6. Review operations to ascertain whether results are consistent with established objectives and goals and whether these are being carried out as planned.
7. To monitor compliance with the company's plans, policies and procedures.
8. To ensure that controls are operating effectively through enquiries and conduct, if required, investigation in any area of the company and report/prevent frauds.
9. Implement effective IT auditing tools to improve the efficiency of the audit and conduct periodical Information System Audit.
10. Update systems flowcharts, documentation and authorities when changes take place and to evaluate the effect on controls of changes in the control environment.
11. Establish effective audit recommendations and follow up process to assess continuous accountability of management till corrective actions are implemented.

#### Additional (if Applicable):

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.