

**JOB DESCRIPTION
 (Internal Auditor)**

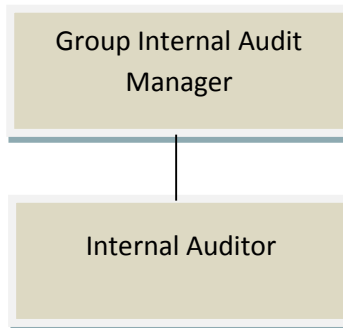
Title: Internal Auditor
Company: AC Holding

Dept.: Audit
Reports to: GIAM

PURPOSE:

Assist the Direct Manager in developing and executing the Audit plan and contribute the internal audit function by identifying risks associated with business objectives and evaluating the controls in place.

ORGANIZATIONAL HIERARCHY:



Peers:	Direct Reports:

KEY ACCOUNTABILITIES:

1. Perform and control the full Audit cycle including risk management over operations effectiveness and financial reliability.
2. Determine Internal Audit scope.
3. Implement the annual plan set by the Direct Manager.
4. Obtain, Analyze, and evaluate accounting documentation, historical reports, data and flowchart.
5. Prepare and present reports that reflects Audit results and document process.
6. Identify Loopholes and recommend risk aversion measures and cost savings

7. Maintain open communication with Auditees.
8. Conduct periodical physical inventory.
9. Document process and prepare Audit findings memorandum.
10. Conduct follow up audits to monitor operations interventions.
11. Recommend, develop and maintain Audit databases, computer software systems and manual filing systems.
12. Engage to continuous knowledge regarding procedures, best practices, tools, techniques and performance standards.
13. Provide Audit policy orientation for new staff.
14. Other duties as assigned.

EDUCATION:

1. Bachelor's Degree in Accounting, or equivalent Degree.
2. Proven knowledge of Auditing standards and procedures, rules and regulations.
3. Willingness to work a flexible schedule.
4. Knowledge of Microsoft Office. Computer literate with the ability to learn new software applications
5. English is necessary.

EXPERIENCE:

1. One to Three years of audit experience.

KNOWLEDGE & SKILL REQUIREMENTS:

1. Communication skills, both oral and in writing
2. Deals well with pressure
3. Interpersonal skills
4. High Attention to details
5. Independent judgment
6. Reporting Skills
7. Flexible (Work may require occasional weekend and/or evening work).
8. Analytical Thinking Skills
9. Good organizational skills
10. Good time management skills
11. Integrity/Honesty
12. Assertive