

Terms of Reference.

Job Title	Associate Internal Auditor
No. of Slots	1 (One)
Section/Division	Internal Audit Section

Accountabilities/Responsibilities

- ✓ Assist in preliminary risk assessment and preparation of annual audit plans in accordance with the roles and responsibilities of Internal Audit Section.
- ✓ Ensure implementation of past audit recommendations or issues by maintaining register of all issues and then developing a systematic plan for follow up reviews, audits and reporting.
- ✓ Conduct Financial, operational, administrative and risk audit according to the need of an organization.
- ✓ Review compliance of National Acts or Organization's policies, contractual provisions, rules and regulations, and report non-complied issues to CIA.
- ✓ Develop and implement audit plans of internal business processes, application systems, general controls, and technical infrastructure
- ✓ Conduct Technical Audit in telecommunication, billing, switching, transmission, constructions, IT etc.
- ✓ Conduct inspection and audit of owner supplied material and contractor's supplied materials in compliance with material specifications and technical descriptions.
- ✓ Ensure that company employees are adhering to, and following, safely and security guild lines as established by management
- ✓ Prepare written audit reports and recommendations to improve the efficiency in its operation.
- ✓ Compile the working papers and document properly to substantiate the audit reports.
- ✓ Facilitate smooth conducting of audits by external auditors and help auditees in giving responses for them.
- ✓ Prepare and maintain minutes of Meetings related to auditing.
- ✓ Issue Internal Audit Clearance Certificate.
- ✓ Review, supervise and guide work of subordinates; Working paper files.
- ✓ Adhere to Internal Audit Manual.
- ✓ Escalate critical observations and fraud red flags to the attention of CIA immediately.
- ✓ Assist in review and revision of RBIAM annually.
- ✓ Update Permanent Audit File with updates.
- ✓ Adhere to Code of Ethics prescribed in RBIAM.

Qualification, Knowledge, Skills and Experience

- B. com/BBA (Major in Finance/Accounting)
- Minimum 60% in Cl- X, XII and Degree



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Remuneration:

- Grade/ Cadre: A1
- Pay Scale: 28,665-715-42,965
- Allowance: Corporate Allowance 20%, Fixed Allowance: 60%