

ZCCM-IH PLC

JOB DESCRIPTION

6.3.1 IDENTIFICATION SECTION

JOB TITLE : Assistant Internal Auditor
JOB GRADE: : ZH5
DEPARTMENT : Internal Audit

6.3.2 JOB PURPOSE:

To assist Internal Auditors in the provision of assurance on the effectiveness and efficiency of the risk management, governance and controls in the group and to conduct inspections of investee company records.

6.3.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Audit plans and programmes	-Assist Internal Auditors to obtain information of the risk management, governance and control structures in the audit areas. -Assist Internal Auditors to obtain information on the policies and procedures that are being used.
Conducting audits	-Assist Internal Auditors to carry out assigned audits, evaluates and tests internal controls including risk management and governance. -Identify sufficient, fact-based, reliable and relevant information to achieve the audit objectives. -Analyses the evidence obtained. -Documents audit evidence. -Maintains appropriate work relationship with auditees.
Advising	-Makes recommendations to improve the risk management, governance and control environment.
Communication	-Communicates the audit findings to the Internal Auditor. -Prepares the draft audit report.

6.3.4 REPORTING RELATIONSHIPS

- a) **Reports to:**
Internal Auditor
- b) **Other Jobs Reporting to (4a) above:**
Nil
- c) **Number and level of immediate subordinates:**
Nil

6.3.5 ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

- a) **Professional Qualification:**

Grade 12 Certificate
Bachelor's degree or professional qualification
Professional membership
- b) **Minimum Relevant Pre-Job Experience:**

Minimum of 1 year experience in a similar position
- c) **Skill Specifications:**
 - Analytical, creativity and problem-solving skills
 - Computer skills
 - Report Writing skills
- d) **Other Attributes (Personality Traits)**
 - Strong personality & highly confidential
 - Attention to detail
 - Team player

Job Holder's Name: Job Holder's Signature:

Supervisor's Name: Supervisor's Signature:

Date of Issue