

JOB TITLE : Internal Auditor

JOB GRADE : ZH4

DEPARTMENT : Internal Audit

6.3.2 **JOB PURPOSE:**

To provide 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	Obtains information of the risk management, governance and control structures in the audit areas. Obtains information on the policies and procedures that are being used.
Conducting audits	Completes on-site audits, evaluates the effectiveness of risk management, governance and controls. Carries out assigned audits by interviewing business teams about controls in their work environments, evaluates and tests internal controls including risk management and governance. Documents audit evidence. Analyses the evidence obtained. Maintains appropriate work relationship with auditees.
Advising	Makes recommendations to improve the risk management, governance and control environment.
Communication	Drafts the audit report. Communicates the audit findings to management and the audit team.

6.3.4 **REPORTING RELATIONSHIPS**

- a) **Reports to:**
Internal Audit Manager

- 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:**

2 years' 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
 - Investigative