

Job Advertisement

A reputable non for profit organization is looking for an **Internal Auditor**.

Required Qualification: ACCA/CA Article ship completed/MBA Finance/ M.com

Required Experience: 6 to 8 years' relevant work experience. Hands-on experience and understanding of Quick Book, MIS and Database, Report writing, analytical, financial and observation skills, Good Ms. Office skills.

Gender: Open

Region: Head office Peshawar

The position is Peshawar based, having frequent travel to the field.

Theme	Functions
System development	<ol style="list-style-type: none">1. Evaluates and provides workable strategies and systems to minimize the risk of fraud and to monitor to see and report on checks and balance systems functioning at all level.2. Review and developed internal audit policy guidelines in line with acceptable international Standard of internal audit and accounting3. Review and Develop SOPs to operationalize KK's internal audit policies at all levels.4. Prepare a check list of conducting internal audit.5. To analyze and review internal control systems of the organization and advise for improvement.6. To advise improvement in financial practices in line with international accepted accounting standards.
External audit	<ol style="list-style-type: none">1. Assist and carry out the process of selecting external audit firm for 3 years period by the BoD. BoD. (Development of TORs, sharing with finance and audit committee for approval etc)2. To carry out and facilitate external audit including periodic financial reports e.g. trial balance, income statement and balance sheet is readily available for annual external audit and project audit.3. Coordination with external audit firm about external audit of KK. (Time frame and other requirements)4. To facilitate periodic stock taking and before annual external audit.5. Sharing Management letter with senior management and document responses as per management and finance committee advice and comments.

Conduction of Internal Audits	<ol style="list-style-type: none"> 1. To conduct periodic and special internal audit of all KK regions, sections and department on regular basis in line with standard agreed procedures. 2. Periodic and activity based reporting on the internal audit conducted on the prescribed reporting format. 3. To conduct and report on follow-up audit of previous findings and action plan developed by relevant managers. 4. Monthly consolidated audit report documented and shared with CE and EC... 5. To ensure that immediate information has been shared with CE and EC if necessary on the basis of audit findings even before the formal written report.
Coordination, Reporting & Documentation	<ol style="list-style-type: none"> 1. Representation in KK BoD finance and audit committee meetings. 2. Coordination and documentation of BoD finance and audit committee. 3. Preparation for BoD finance and audit committee and documentation of minutes. 4. Record keeping of Finance and audit committee. 5. Reports of internal audit sharing with finance and audit committee as per agenda.
Planning and Review	<ol style="list-style-type: none"> 1. To review and develop monthly, quarterly and annual PVAR and submit to management. 2. To develop monthly audit plan and share with relevant managers beforehand. 3. To develop monthly, quarterly and annual status report on the prescribed format. 4. To give recommendations to the management on Internal Control deficiencies/ weakness. 5. To write report based on the findings of the internal audit within a week after the audit and submit this to the CE and the relevant managers. 6. To file all the important files (hard and soft copy) in a proper way for institutional memory.

Following are the terms to be followed while applying

1. Please share your CVs at hrpesh.k@gmail.com
2. Last date for submission of application is **16th March 2023**. Late application will not be considered.
3. Application having relevant qualification and experience will be considered only.
4. Applicant is required to submit application & CV before the deadline.
5. Contact for influence will lead to disqualification of the applicant.
6. The concerned organization has the authority to reject any application without assigning any reason.
7. Clearly mention the position in the subject line.