



JOB DESCRIPTION SHORT TERM EMPLOYMENT

JOB TITLE: INTERNAL AUDITOR

REPORTS TO: OPERATIONS SPECIAL ADVISOR

1. JOB PURPOSE

The Internal Auditor performs complex professional internal auditing work that involves overseeing or conducting performance, financial, compliance, and information technology audits as well as all other Internal Audits required by the Company. The jobholder is also responsible for providing advice and guidance to the organization's management and staff and providing key input for the development of the annual audit plan. The jobholder must ensure that he/she maintains all organizational and professional ethical standards in the performance of duties.

3. PRINCIPAL ACCOUNTABILITIES

- Develops and implements audit plans to ensure compliance with auditing standards and to minimize organizational risk areas.
- Ensures sound auditing procedures are followed and manages the relationships with all internal and external stakeholders.
- Communicates the results of Internal Audits to relevant stakeholders via written reports and follows up to ensure that recommendations are implemented to mitigate risks identified at POSSCL.

4. DUTIES AND RESPONSIBILITIES

1. Directs a comprehensive audit program including Operational, Financial, Information Technology and compliance audit engagements.
2. Provides guidance and expertise on the auditing of systems, processes, policies, and procedures at POSSCL to ensure that they are carried out in accordance with approved auditing standards.
3. Identifies and evaluates the organization's risk areas and provides key input to the development of the annual audit plan.

4. Performs internal audit procedures, including identifying and defining issues, developing criteria, reviewing, and analyzing evidence, and documenting client processes and procedures.
5. Conducts interviews, reviews documents, develops and administers surveys, composes summary memos, and prepares working papers and reports in accordance with Company guidelines.
6. Identifies, develops, and documents audit issues and recommendations using independent judgment concerning areas being reviewed.
7. Communicates or assists in communicating the results of audit and consulting projects via written reports and oral presentations to management and the board of directors.
8. Develops and maintains productive client and staff relationships through individual contacts and group meetings.
9. Pursues professional development opportunities, including external and internal training and professional association memberships, and shares information gained with co-workers.
10. Represents the internal audit function on Company project teams if required, at management meetings, and with external organizations.
11. Provides or assists in providing training, coaching, and guidance on conducting audits and other audit-related issues.
12. Cooperates in ensuring that the workplace is safe for everyone and takes reasonable care to ensure that nothing is done to endanger self or others or cause avoidable damage to the environment.
13. Demonstrates adherence to the Company's health, safety, security and environmental policies and procedures by exhibiting the required behaviours.
14. Performs any other related duties as assigned by the current Supervisor.

COMPETENCIES

- Skill in conducting quality control reviews of audit work products
- Skill in collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions
- Good planning and organizing skills
- Negotiation and problem-solving skills
- Effective verbal and written communications, including active listening skills
- Team skills
- Analytical skills
- Confidentiality and integrity
- Strategic thinking
- Skill in developing appropriate recommendations to address risk exposures
- Expert oral and written communication skills
- Substantial report writing skills
- Substantial critical thinking skills by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Substantial monitoring and evaluation skills in monitoring/assessing organizations performance to make improvements or take corrective action.
- Competence in the Microsoft Office Suite

5. KNOWLEDGE AND EXPERIENCE

- A First Degree in Business Administration, Public Administration, Project Management or a related discipline from a recognized, accredited institution or Certification in CIA, CPA, ACCA or CISA.
- A minimum of five (5) years full-time experience in internal auditing, accounting, business analysis, or program evaluation.

AND

- Knowledge of and skill in applying internal auditing and accounting principles and practices, management principles and preferred business practices.
- Knowledge of the Standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by The Institute of Internal Auditors.