



Building our Children's Future

EDUCATION FACILITIES COMPANY LIMITED

Job Specification : Internal Auditor

Position Reporting to : Board of Directors

POSITION PURPOSE

The Internal Auditor is responsible for planning, executing and reporting on operational, financial, regulatory and compliance related audits/reviews of EFCL.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Oversee a thorough Risk Assessment and preparing an Audit Plan for the Company
 2. Plan, organize and manage the internal audit function to ensure compliance with established policies and procedures and the applicable laws and governmental regulations.
 3. Evaluate and examine policies, procedures and systems to protect the Company's assets.
 4. Analyse audit results and proposing recommendations for improvement.
 5. Follow up on the progress of implementation of recommendations and directions as a result of reports.
 6. Participate in process and internal control improvement initiatives.
 7. Plan and execute special audit assignments and fraud investigation and develop controls for fraud prevention.
-

REQUIRED COMPETENCIES

- Thorough knowledge of the principles, procedures and practices of accounting and financial records and transaction.
- Sound knowledge of computerized accounting and auditing record keeping systems.
- Sound comprehension, analytical, calculative and problem solving skills.
- Advanced report writing and review skills
- Good investigative skills
- Excellent communication skills
- Proficiency in Microsoft Office suite

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Certified Internal Auditor qualification (CIA)
- ACCA qualification
- A minimum of Eight (8) years of accounting and auditing experience or equivalent combination of education and experience