

## JOB DESCRIPTION

<b>Position/Role</b>	<b>GROUP AUDIT, MANAGER / SENIOR MANAGER</b>
<b>Division / Department</b>	<b>Group Audit (GA)</b>
<b>Reporting to</b>	<b>Head of Group Audit (GA)</b>
<b>Location Based</b>	<b>KL</b>

### **JOB SCOPE & RESPONSIBILITIES**

Assist the Head of GA on the review and appraisal of the effectiveness of the risk management, internal control and governance processes within the organisation covering both financial and non-financial aspects of the unit/process.

Manage the performance of audits under the direction and supervision of the Head – Group Audit.

- ❖ Assists the Head – Group Audit in managing and executing comprehensive review program to identify risk areas and develop the annual GA plan.
- ❖ Oversee distribution and completion of work based on the annual GA plan and ad hoc assignments - audit planning, high level discussion with key stakeholders.
- ❖ Direct, counsel and instruct subordinates or teams and review their work for sufficiency, accuracy, and completeness to achieve audit objectives on a timely basis.
- ❖ Engaging various stakeholders (e.g. EXCO, entity Boards, senior management, etc.) throughout the audit / consultancy assignment (e.g., understanding business concerns, discussion on findings, closing meeting, etc.)
- ❖ Provide advise / consultancy services for new processes or proposed amendments to existing processes (including review of policies and procedures, update of LOA, etc.)
- ❖ Department administration and other tasks as assigned (e.g., investigation, etc.).

### **REQUIREMENTS:**

- ❖ At least 10 years of working experience in relevant field, with at least 3 years of experience in management role
- ❖ A degree and equivalent professional qualification in CIA / IIAM / CRMA
- ❖ Independent and strong analytical thinking
- ❖ Strong written and verbal communications skills with experience interacting with and presenting to senior management-level personnel.
- ❖ Reporting writing skills
- ❖ Leadership and mentoring skills
- ❖ People skills (e.g. relationship building, conflict resolution, etc.)