**National Social Inclusion Foundation**

**Scheme of Service**

|  |  |
| --- | --- |
| **Post**  | **Assistant Internal Auditor** |
| Salary | Rs 25,000 monthly and other benefits such as travelling allowance of Rs 4,000 and phone allowance of Rs 1,000 monthly |
| Duration | On contract for a period of one year, renewable for another period of one year |
| Qualifications/ Experience/ Skills | 1. Candidates should:
2. have at least ACCA level II; and
3. reckon at least 3 years’ post qualification experience in internal control and auditing.
4. Candidates should also:
5. possess good interpersonal and communication skills;
6. possess good analytical skills and sound judgment; and
7. be able to work under pressure and meet tight deadlines.
 |
| Duties and Responsibilities | You will report to the Internal Auditor in the execution of the following duties :1. To assist the Internal Auditor in carrying the administration and efficient running of the Internal Audit Section of the Foundation;
2. To assist Management in risk assessment and propose changes of same;
3. To assist in the internal audit functions including risk management, system evaluation, operational performance and programme-based audit of the Foundation;
4. To assist in the Internal Audit System for the purpose of ensuring and monitoring the accuracy, reliability and effectiveness of all activities and operations of the Foundation;
5. To assist in the preparation of strategic, annual audit and individual audit plans;
6. To assist in carrying carry out physical check and control over assets/materials and works on sites;
7. To assist in building audit teams and prepare the internal audit program;
8. To ascertain that statutory provisions and internal regulations are being complied with;
9. To ensure soundness, adequacy and application of internal controls;
10. To use Information and Communication Technology in the performance of duties; and
11. To perform any duties related to the main duties listed above and other related duties as may be assigned by the Internal Auditor.
 |