

# National Social Inclusion Foundation

## Scheme of Service

<b>Post</b>	<b>Internal Auditor</b>
<b>Salary Scale</b>	Rs 50200 x 1600 – 61400 x 1800 – 68600 x 2200 – 75200 x 2300 – 82100 x 2800 – 87700 x 3000 – 99700 (NSIF 8)
<b>Qualifications/ Experience/Skills</b>	<p>Candidate should possess:</p> <ol style="list-style-type: none"><li>1. A pass in the final examination required for admission to membership of one of the following bodies:-<ol style="list-style-type: none"><li>(i) The Association of Chartered Certified Accountants;</li><li>(ii) The Institute of Chartered Accountants of England and Wales;</li><li>(iii) The Institute of Chartered Accountants of Scotland;</li><li>(iv) The Institute of Chartered Accountants of Ireland;</li><li>(v) The Chartered Institute of Management Accountants; and</li><li>(vi) The Chartered Institute of Public Finance and Accountancy.</li></ol></li><li>2. At least five years' experience in internal control and/or auditing;</li><li>3. A good interpersonal and communication skills; and</li><li>4. A good analytical skills and sound judgment.</li></ol>
<b>Duties and Responsibilities</b>	<p>To be responsible to the Secretary General and to report to the Audit and Good Governance Committee of the Foundation in the execution of the following duties:</p> <ol style="list-style-type: none"><li>1. To submit to the Secretary General within a maximum period of six months after the closing of the Financial Year an Internal Control report on the accounting and financial situation of the Foundation.</li><li>2. To be responsible for the conduct of internal audit functions including risk management, system evaluation, operational performance and programme based audit of the Foundation.</li><li>3. To devise and implement an Internal Audit System for the purpose of ensuring and monitoring the accuracy, reliability and effectiveness of all activities and operations of the Foundation.</li><li>4. To plan, lead, organize and control activities within the section.</li><li>5. To prepare strategic and annual audit plans.</li></ol>

6. To recommend improvement to accounting and other records, procedures and systems of the Foundation with a view to eliminating errors, preventing fraud and minimizing wastage.
7. To prepare individual audit plan for audit assignments.
8. To carry out physical check and control over assets/materials and works on sites.
9. To ensure that audit works are carried out in accordance with established International Standards for the Professional Practice of Internal Auditing and the Financial Management Kit and Regulations in force.
10. To build audit teams and prepare the internal audit program and monitor its implementation.
11. To report on deficiencies and malpractices observed and propose remedial actions.
12. To ascertain that statutory provisions and internal regulations are being complied with.
13. To ensure soundness, adequacy and application of internal controls.
14. To supervise the work of subordinate staff and provide training in auditing practices.
15. To foster constructive working relationships and mutual understanding with management, external auditors and other stakeholder for proper coordination of work.
16. To undertake special audit investigations as directed by the Foundation.
17. To use Information and Communication Technology in the performance of his/her duties.
18. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Programme Officer in the roles described by the Secretary General.

**Note:**

The Internal Auditor may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.

**26 March 2026**