

### Job Description

Position Title	Assistant Manager Internal Audit
Department	Finance
Type of Position	Permanent

#### **POSITION DESCRIPTION**

As the Assistant Manager Internal Audit within Atlas Asset Management limited involves assisting in conducting internal audits, reviewing financial records, ensuring compliance with regulations, and making recommendations for improvement.

#### **DUTIES AND RESPONSIBILITIES**

- Assist in planning, developing, organising of an annual audit plan and submit for Audit Committee approval.
- Assist in implementation of internal controls as per predefined policies and procedures.
- Timely identify of discrepancies and inaccuracy in the business process.
- Participate in preparing /compiling documents for Audit Committee Meetings.
- Must have comprehensive knowledge of statutory regulations, reporting requirements and laws.
- Assist to document the audit process and prepares audit findings.
- Ensure total compliance with regulatory guidelines and internationally accepted auditing standards.
- Participate in meetings with different departments in order to update audit findings and improve on the audit process.
- Work in a team in order to achieve the aims and objectives of the company or organization.

#### **REQUIRED JOB SPECIFICATIONS**

Required Qualification	ACCA,ACMA/finalist
Required Experience	Minimum 1 year Related Experience.

<b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b>		
<u>S#</u>	<u>Competency</u>	<u>Criticality (High / Low / Medium)</u>
1	Bookkeeping	High
2	QuickBooks	Medium
3	Xero	Medium

