

## **Executive, Internal Audit**

### **Responsibilities:**

- Assist in planning for financial, regulatory and compliance and operational reviews/audits organization wide.
- Ensure compliance of standard operating procedures and work standards.
- Participate in improving internal control and in enhancing internal audit standards and practices within PR1MA.
- Perform audit procedures to verify that controls are in place through testing, conducting audits and interviewing techniques.
- Assist in analysing the effectiveness and efficiency of internal control.
- Assist in identifying control gaps and opportunities for improvement.
- Oversee and coordinate the yearly audit plans and audit process with external auditors.
- Contribute, as appropriate, in the year-end financial audit with the external auditor.
- Document the of results of audit work in accordance with Audit Department standards and the Institute of Internal Auditors (IIA) standards.
- Prepare timely audit reports for the Head of Internal Audit Department, Audit Committee and Board of Directors.

### **Requirements :**

- Bachelor's Degree in Accountancy/ Professional Qualifications (ACCA/CPA/MACPA/ICMA) or equivalent.
- Minimum 3 relevant working experience/skills.
- Excellent knowledge of construction and property development operations.
- Excellent understanding of the standards of the Institute of Internal Auditors (IIA) and ability to fully comply with IIA standards.
- Adaptable and able to meet deadlines and assignments.
- Excellent written and oral communication skills.
- Excellent time management and organizational skills.
- Computer literate especially with Microsoft Excel, Word and PowerPoint.