

### Audit Officer

#### 1. Job Environment

**Position Information:**
**Department/Division:** Internal Audit

**Position:** 2

**Location:** Head Office

**Reporting Lines:**
**Report To:**

-Director Internal Audit

-Manager Internal Audit

#### 2. Job Objective

The objective of the job is audit of accounting, financial and other operational activities of Rahnuma-FPAP at Head Office as well as Branch Offices and Service Delivery Points.

#### 3. Functions of the Position

1. Perform internal audit activities/functions in accordance with the approved internal audit plan as communicated to him/her by the Manager Internal Audit or Director Internal Audit.
2. Study the instructions, policies and procedures as laid down by the management of Rahnuma-FPAP.
3. Conduct audit to review and appraise the soundness, adequacy and application of accounting, financial and operational controls at Head Office as well as branch offices and service delivery points.
4. Undertake special audit at the directive of the Director Internal Audit and report regularly to him/her with regard to progress of audit activities.
5. Undertake audit to ensure that fund allocations for projects are appropriately utilized and ensure that any budget variations are approved by the competent authority.
6. Prepare reports containing observations, comments and recommendations based on carried out work and submit the reports to the Director Internal Audit.
7. Conduct and report internal audit matters in accordance with the laid down procedures in internal audit manual.
8. Assist Manager Internal Audit in audit planning by collecting background information.
9. Perform any other task assigned by the Manager Internal Audit or Director Internal Audit.

#### 4. Interaction

Within the organization	Outside the organization
Head Office Regional Staff PMO Staff Governance	

5. Competencies			
<b>Interpersonal Skill</b> Presentation Report Writing Communication	<b>Leadership Skills</b> Team Building Conflict Handling Decision Making Motivating Others	<b>Management Skills</b> Planning Time Management Coordination	<b>Technical Skills</b> Analytical Collaboration Dedication Budgeting

6.Desired Profile of Incumbent Person Specification	
<b>1.Education/Qualification:</b> Minimum B.Com, CMA/CA (Inter) or equivalent qualification in audit/accounting/finance.	<b>2.Work Experience &amp; Traits:</b> For B.Com minimum 4 years relevant experience and for CMA/CA, 2 years relevant experience.