

June, 20, 2024.

JOB TITLE: INTERNAL AUDIT EXECUTIVE

Reporting to: Head of Department (HOD)

Exquisite Solution Limited is a dynamic and innovative company dedicated to providing top-notch services to our clients. We pride ourselves on our commitment to excellence and our ability to deliver sustainable solutions. We are currently seeking a highly skilled and experienced Executive Internal Audit to join our team.

Job Responsibilities:

- Follow defined annual, monthly, and weekly audit plans for the group companies as assigned by HOD.
- Assist lead auditors in executing the audit plan and support with all necessary activities.
- Identify areas of risk within each business of the group and prepare a risk register.
- Identify key risk and control indicators.
- Carry out investigative audits as directed by management.
- Evaluate and revise internal controls, operational practices, and management policies/procedures as needed.
- Follow standard operating procedures of the audit function and perform activities in line with SOPs.
- Ensure all supporting documents and other records required by management are maintained at branch level.
- Review and confirm debtors, identify potential risks/bad debts, and alert management well in advance.
- Perform periodic and perpetual stock taking at all branches.
- Analyze operational and financial data to identify risks and investigate fraud using fraud deterrence principles.
- Assist in presenting audit reports and MIS periodically and as required by management.
- Ensure operations are carried out as per the operating guidelines set by management.
- Identify operational risks and make recommendations to manage these risks.
- Execute operations audits and assess company operations, processes, financial compliance, and other associated risks.
- Identify opportunities for improving business processes.
- Understand the organizational structure and operational hierarchy of the company.
- Analyze gaps and loopholes in existing processes.

- Implement segregation of duties to reduce risk, error, and inappropriate actions.
- Additional Duties:
- Perform any other duties assigned by the HOD.

Requirements:

- Bachelor's Degree in Accounting, Finance, Business Administration, or a related field.
- Professional Certification: CPA, ACCA, CIA, or other relevant certifications will be an added advantage.
- Minimum of 2 years of experience in internal auditing, external auditing, accounting, or a related field.
- Experience in manufacturing, banking, logistics, or a similar sector is an added advantage.
- Proven experience in a senior or supervisory role within the auditing function.

Competencies:

- Strong understanding of business risk, audit processes and risk management.
- Excellent analytical and problem-solving skills.
- Ability to work independently and as part of a team.
- High attention to detail and accuracy.
- Strong organizational and time management skills.
- Excellent communication skills, both verbal and written.
- Proficiency in using audit software and other related tools.

How to Apply:

If you are a proactive individual with a passion for accounting and a drive for excellence, we would love to hear from you! To apply, please send your resume and a cover letter, with the position you are applying for in the subject line, to talent@exquisitesolution.com and deadline for applications is July 31, 2024.

Note: Only shortlisted candidates will be contacted. If you have not been contacted within two weeks after the application deadline, please consider your application unsuccessful.

Disclaimer: Exquisite Solution Limited is an Equal Opportunities Employer.