



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2022/09/11:IA
Job Title	Internal Audit Associate
Department/Unit	Internal Audit Unit

Responsibilities:

- To discuss audit findings and weaknesses noted with the audit client and propose recommendations for improvement.
- To perform regular follow up of outstanding audit issues and ensuring the implementation of actions required are progressing well and completed in due time in order to achieve the agreed result in the related department.
- To assist schedule the audit plan & to plan the audit activities to ensure every audit project is completed in a timely manner by audit team.
- To assist in conducting special investigation of fraud, abuse or illegal acts as required by Head of Internal Audit from Management or BOD and produce a draft report on the findings.
- To provide guidance and supervision to internal audit team ensuring that they understand the objective of every audit project assigned.
- To assist oversee the Internal Audit activity as per approve annual audit plan and ad hoc task assigned by Head of Internal Audit.
- To monitor consistently the audit progress performed by Audit Team and follow-up on outstanding issues with Auditees.

Requirements:

- Bachelor's Degree in Business and Finance, Business Administration or Accounting.
- Certification from Auditing / Accounting professional bodies of its equivalent or its equivalent would be an advantage.
- Minimum three (3) years of professional experience.

Key Competence Required:

- Strong attention to details and good analytical skills.
- Hardworking, self-motivated and a team player with strong interpersonal and communication skills.
- Strong communication and presentation skills.
- Strong reporting and documentation skills.