

## **JOB DESCRIPTION**

**Position:** Assistant Manager, Internal Audit

**Location:** Pakistan Software Export Board, Islamabad

**Department:** Internal Audit

**Reports to:** Director Internal Audit

### **Job Responsibilities:**

- Assist in developing the annual internal audit plan.
- Assist in developing audit programs and test plans to evaluate internal controls, processes, and compliance.
- Draft audit reports, including findings, conclusions, and recommendations.
- Communicate audit results and recommendations to Director Internal Audit.
- Collaborate with management to develop action plans to address identified issues.
- Monitor and follow up on the implementation of audit recommendations.
- Stay current with industry trends, best practices, and changes in regulations that may impact the organization.
- Ensure audits are conducted in accordance with professional standards and regulatory requirements.
- Coordination with PSEB's departments for compilation of responses to the Government Commercial Audit Reports
- Coordination with PSEB departments in finalization of working papers for DAC/ PAC meeting.
- Act as a point of contact for internal audit inquiries and provide guidance on internal control matters.
- Undertake additional assignments and responsibilities as directed by management ensuring alignment with organizational goals

### **Qualifications and Experience**

#### **Education & Experience:**

- Minimum 16 years of education in Accounting, Finance, or equivalent in a related discipline with At least 5 years of relevant post-qualification experience in internal audit, external audit, risk management, or compliance **OR**
- CA (Inter)/CAF with a minimum of five years of relevant experience including articles.
- Preference will be given to candidates with experience in public sector organizations, state-owned enterprises, or reputable multinational companies.

#### **3. Key Skills and Knowledge:**

- Strong understanding of internal auditing standards, internal controls, and risk management.

- Professional certifications such as CIA (Certified Internal Auditor), CPA (Certified Public Accountant), or equivalent and proficiency in audit software will be preferred.
- Maximum age limit 40 years as on the closing date of applications.