

## INTERNAL AUDITOR

<b>Duty Station:</b>	Peshawar
<b>No of Positions:</b>	01
<b>Report To:</b>	Board of Directors KPUMA
<b>Salary Package:</b>	Equivalent to BPS 18 of KP Project Pay Policy

### A. Job Description

#### i) Overall Role

The internal Auditor will be responsible for managing the internal audit function of the Authority, specifically for planning, implementing and controlling the Internal Audit Activities. The Internal Auditor will undertake regular reviews and evaluations of KPUMA business processes and on-going activities for the purposes of improving the effectiveness of risk management, control and governance processes in the organization, so that the Authority is able to achieve its goals and objectives in a highly professional and transparent manner.

#### ii) Key Responsibilities

The key responsibilities of the position are as follows:

- Ensure compliance with the Khyber Pakhtunkhwa Urban Mass Transit Act 2016, and relevant and applicable Provincial and Federal Legislations.
- Maintain a cooperative, inclusive, professional and outcome focused (CIPOF) approach which includes maintaining a consultative oversight approach where personal engagement, staff skills enhancement is applied to all aspects of function in its daily operation.
- Apply a professional approach to the overall role of the position and its responsibilities. This shall include regular briefing sessions with Board as required. These briefings will cover the internal audit plan and its implementation, internal audit findings and their compliance status.
- Ensure the relevant technical oversight of all accounting processes and the transparency of books of accounts is maintained at all times.
- Ensure that the internal audit function provides an independent assessment of the adequacy of the Authority's internal systems and controls, including the systems for appropriate identification and evaluation of risk and for ensuring compliance with all applicable law and regulation;
- Ensure audit conclusions/finding are based on a complete understanding of the process, circumstances and risks;
- Ensure objectivity and comprehensiveness of the data gathering and process; and
- Liaison with External Auditors in accordance with International Standards for Auditing.

#### iii) Key Tasks

- Prepare Internal Audit (IA) Charter of the Authority and get it approved by the Board;
- Conduct periodic IA Risk Assessment exercise and submit the same to Board for review and authorization;

- Develop Annual IA plan and submit to Board for review and authorization;
- Ensure adequate provision of human and infrastructural resources for the IA department;
- Lead Internal Audit tasks in accordance with the International Standards for the Professional Practice of Internal Auditing issued by Institute of Internal Auditors;
- Liaison with external auditors and provide support to the extent authorized by the Board;
- Contribute to risk free financial management through a vigilant check on all financial transactions, procurements and services;
- Prepare and submit IA reports to the Board in accordance with the IA plan, that includes internal audit findings and recommendation;
- Follow up to review compliance with the internal audit recommendations, and update Board accordingly
- Review and appraise the soundness, adequacy and application of accounting, financial and operational controls;
- Identify weaknesses, non-conformance with or deviation from Khyber Pakhtunkhwa Urban Mass Transit Act 2016, prescribed processes, as well as other forms of regulations and their impact on Authority's performance.
- Determine nature and extent of fraud or error, if any, by applying International Standards for the Professional Practice Of Internal Auditing issued by Institute of Internal Auditors;
- Recommend system improvement and other related actions to enhance systems effectiveness and strength internal controls to optimally harness and safeguard the Authority's resources;
- Coordinate with other Authority staff in the undertaking of IAs so that the broader issue of risk management is better understood and adopted as an operating philosophy by all Authority staff;
- Conduct special investigations/ tasks assigned by the Board;
- Perform follow-up of implementation of Management Letter issued by External Auditors and share progress on compliance of Management Letter;
- Conduct regular physical stock taking of official assets; and
- Perform other related duties as required.

## **B. Position Requirement**

### **i) Attainments**

#### **a) Qualification**

Member of recognized body of professional accountants; or certified internal auditor; or certified fraud examiner; or person holding a Master in finance from a HEC recognized university. Specialized Training – Internal Audit Effectiveness, Internal Audit Documentations, Use of Technologies in Internal Auditing, Professional Team Building, or any other training considered relevant for the position.

Active affiliations – membership of relevant recognized Industry or Professional Organisations.

#### **b) Experience**

At least 8 years of post-qualification relevant experience including 3 years in a mid-level auditing position in a recognized national or international organisation or the public sector is highly desirable. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

**ii) Core Competencies**

- Ability to observe and understand business processes
- Ability to apply audit standards through practical application
- Comprehensive knowledge of financial rules, regulations, procedures, the Public Sector Companies (Corporate Governance) Rules and other applicable rules and regulations, and preparation & presentation of audit reports;
- Sound knowledge of internal controls, auditing standards, methods and procedures;
- Mature, credible, and comfortable in dealing with senior management, line agencies, general public and other stakeholders;
- Empathic communicator, able to see things from the other person's point of view;
- Proficiency in IT, Microsoft Office and relevant software (s) is essential; and
- Well-presented and business-like.

**iii) Circumstances**

- Age 32 - 45 years.
- Fluency in English and Urdu. Pashto will be considered an added advantage.
- Good health, allow to work long and irregular hours (when required).