

JOB DESCRIPTION

Head - Internal Audit / General Manager

POSITION SUMMARY:

The Head of Internal Audit is responsible for the formulation of appropriate audit programs, assigning and directing staffing resources to complete the audit plans as scheduled, generating final audit reports for internal and regulatory agency review, and conducting thorough follow-up audits on previously identified issues for the group of Companies. Manage audits co-sourced with 3rd party audit firms as well as coordinate and assist external and regulatory auditors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop annually a risk-based internal audit plan for Audit Committee review and approval. Oversee the implementation of the approved plan, ensure proper resourcing for implementation of the plan.
- Plan and oversee audits to assess controls, operational efficiencies and compliance with all policies, procedures, and regulations. Also, insure the timely and accurate completion of the audit plan.
- Direct the work of external auditors towards the allotted scope of audits, as directed/approved by the Audit Committee and senior management, to ensure the audit work remains in line with the scope/engagement.
- Conduct audit exit meetings with HODs. Review audit reports, Identify and escalate strategic implications to the organization from audit engagement findings.
- Participate in quarterly or more frequent Audit Committee meetings.
- Provide guidance and subject-matter expertise in investigations, special audits, and special assignments provided by the management.
- Travel to various plant locations for specific assignments and to provide solutions for solving problems/issues in operating processes which are identified during such visits.
- Understanding existing processes and preparing detailed process narratives to identify existing controls and to identify areas of improvement and risk mitigation techniques.
- Recommend revisions and/or additions to policies and procedures to improve operations as well as internal controls.
- Respond to ad hoc requests to address control issues on new business processes, policies, and procedures, and provide consultative services to management.
- Perform analytical review for various companies in the group. Preparation and presentation of periodical MIS for top management with detailed analysis and exception reports.
- Create opportunities for improvement and innovation across the organization. Evaluate various improvement initiatives, assess the strategic implications, and make appropriate recommendations.
- Evaluate the effectiveness of IT governance frameworks in supporting the organization's strategies and objectives.
- Identify and leverage new digital technologies Embrace technological transformations for finance and the overall business.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

- Qualified CA with rich internal audit experience and good business acumen.
- Minimum 15+ years of experience in Internal Audit, preferably in manufacturing sector and at least 5+ years of experience as functional Head.
- Considerable, demonstrable experience auditing complex Information Technology environments for compliance with applicable regulations, internal control regimes, development frameworks, and best practices
- Strong problem-solving skills
- Must be able to work well with a variety of personalities and balance multiple work priorities
- Able to effectively communicate in English, in both written and oral forms and have strong inter-personal skills.
- Should be able to think objectively and have strong ethical standards and integrity.
- Should have an analytical mind-set and numerical skills in manipulating large amounts of data.