



ပိတောက် မိုက်ခရို ဖိုင်နန်စ်
VITHEY MICROFINANCE

JOB DESCRIPTION

Designation : Senior Internal Audit Officer (1 Post)

Position Location: Head Office (Naypyitaw)

Responsible to : Audit Committee & HIAD

I. Position Summary

The Senior Internal Audit Officer reports to the Audit Committee & Head of Internal Audit Department. She is responsible for supporting Head of Internal Audit Department in implementing all internal audit functions of Vithey Microfinance Co., Ltd., (VTM) to achieve the goal of each period. Her main tasks are as follows:

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- Assist the head of department in developing audit objectives, plans, and scope consistent with the department's manual, business objectives, the assessment of audit risk, client needs, and the audit needs/priorities communicates by the audit committee
 - Supervising audits and reviewing the work performed to ensure the adequacy of audit scope, the adequacy of testing performed, and the accuracy of conclusions reached. Also keeping manager informed regarding the status of audits in progress.
 - Verify and evaluate the internal controls within the VTM
 - Verify and assess that appropriate controls or measures are implemented and practiced by the audited department and branch.
 - Surprises check compliance with applicable policies, procedures, rules & regulations.
 - Ensure financial statements and explicitly loan in MIS information and bear accountability by checking through documents, the accounting entries, acknowledgements and authorized approval.
 - Investigate and search for fundamental reason of frauds, irregularities and errors.
 - Conduct regular field visit as per audit plan.
 - Communicating with those who need to know about audits and interfacing with personnel throughout the organization, particularly those being audited, to resolve audit issues and achieve the desired improvement actions.
 - Prepare the strong and constructive periodical written report on the results of the audit, on

the adequacy and effectiveness of the system of internal controls and the extent of compliance.

- Developing and maintaining productivity, staff, and management relationships through individual contacts and group meetings.
 - Evaluating auditor performance, providing on-the-job training and counseling auditors to strengthen the person's knowledge/skills/development
 - Contribute to developing team-spirit among peers, senior management and subordinates
 - In coordination with the management, carry out appraisals for staff in the department
 - Perform other duties as may be assigned by Executive Management and Head of department as required
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II. Required qualifications and experience:

The senior internal auditor of internal audit department should possess the following characteristics:

- a) Bachelor's degree in accounting, finance or related field of study.
 - b) At least three years of internal, external audit/accounting experience.
 - c) Good understanding of internal policies and procedures, VTM's accounting system, MIS and the related software and common indicators of fraud
 - d) Considerable knowledge regarding industrial policies, procedures, regulations and laws
 - e) Able to speak and write English and skilled in MS word and Excel
 - f) Honest, hardworking, sociable, collaborative but unbiased and impartial attitude in duty
 - g) Must have excellent organizational skills and be detail-oriented
 - h) High motivation and accountability without close supervision.
 - i) Able to travel for branch inspection
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