

**Job Title : Senior Officer, Internal Audit**

**OVERALL PURPOSE:**

- ◆ Effectively manage the Internal Audit function to ensure that it adds value by providing an independent, cost effective and efficient internal audit service to all lines of business and the operations in the Bank, in a manner that will accomplish the Bank corporate objectives, and fulfils the purpose and responsibilities that have been approved by the Audit Committee.

**RESPONSIBILITIES:**

- ◆ Assist Head of Internal Audit to prepare and update audit methodology.
- ◆ Assist Head of Internal Audit to prepare annual audit plan.
- ◆ Assist team member to identify key risks associated with the Bank to ensure that the internal control is in place to response to those risks.
- ◆ Form audit team to carry out each audit works including planning, executive audit and audit report.
- ◆ Manage audit fieldwork to ensure that all team members can perform their assigned tasks effectively.
- ◆ Provide proper instruction and clear coaching to team member to ensure that the team can perform audit tasks effectively.
- ◆ Assist Head of Internal Audit to set up internal training course.
- ◆ Assist Head of Internal Audit to complete some administration works of internal audit department such update Prakas and circular, audit check-list.
- ◆ Prepare draft audit report for head of internal audit to review.
- ◆ Develops professional capability through on-the-job training and staff training programs.
- ◆ Performs special audit-related projects as assigned.
- ◆ Perform any other duties as from time to time requested by Head of Internal Audit, the Audit Committee and Board.

**QUALIFICATIONS REQUIREMENTS:**

- ◆ Bachelor degree in Accounting; or Banking and Finance; and preferably pursuing ACCA
- ◆ Audit experience from banking industry at least 3 to 4 years or Big 4 Audit Firms
- ◆ Good Knowledge in Accounting or Auditing works
- ◆ Fluent written and spoken English
- ◆ Computer literate, in particular Microsoft Office application (Excel, Word, Khmer typing etc)
- ◆ Good interpersonal skill
- ◆ Have ability to travel to province

Contact Info:

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