



POSITION DESCRIPTION

POSITION TITLE : Internal Audit Supervisor/K3024

DEPARTMENT : Finance

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Internal Audit Manager

POSITIONS SUPERVISED : 1 - 5

POSITION PURPOSE

The objective of this position is to ensure smooth functioning of internal audit in a region. The incumbent will provide necessary support to the Audit Manager in implementing best audit practices. This will ensure improvements in operational areas of business, better controls and risk management identification and mitigation.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

General

- Setup relationship management with Retail, IT, HR, S&D, Finance and other departments.
- Development of audit procedures, checklists, guidelines to cover risk management of the business
- Guardian and oversee the execution of audit procedures
- Planning on assigned segments of audit.
- Execution of operational audit in compliance of approved audit calendar.
- Recommendations as to improvement in operations of a regional finance office & Audit
- Oversee support service ticket closures and resolutions.
- Keeper of reports, analysis, documents and evidences
- Carry out special project assigned by line manager from time to time.

Investigation and detection of fraud

- Recognition, prevention and detection of fraud or error
- Analyze data to detect deficient controls, extravagance, fraud, or non-compliance with management policies and procedures.
- Evaluating the adequacy and effectiveness of internal controls.
- Substantiate evidences in relation to investigations and cases
- Conduct review, testing and assist on resolution of business operations (systems, documentations and procedures)
- Liaison with Human Resource department and/or Retail on investigations and cases

Reporting

- Coordinating & reporting on cycle count results.
- Compiling draft reports (monthly audit reports) for submission to Audit Manager.
- Consolidate analysis, documents and evidences to be part in endorsing investigations/cases report to Audit Manager

Stock /Cash / Store Standard Management

- Review of inventory control system and preparation of inventory analysis.
- Liaison with every department on resolving issues on deliveries, transfers, system, adjustments and in matters of business operations.



Fixed Assets

- Carrying out planning and execution on verification of assets at regular intervals / products disposal and write off.

PERSONAL CHARACTERISTICS:

- Self motivated
- Detailed oriented
- Numerical & Analytical
- Confident
- Decisive

PERFORMANCE MEASUREMENTS

- To maintain area stock accuracy under 2%
- To present 5 investigative and/or cases by 10th of every month
- To resolve actions on 95% of investigations (where possible), by cases and cycle count reports.
- To conduct cycle counts as agreed by Audit Calendar
- To perform spot checks or stock takes at agreed # of stores visits / warehouses
- Reduce store visit costs by 5%

QUALIFICATIONS\REQUIREMENTS:

- Bachelor's degree in Finance or Business Administration with 2 years experience in related field
- High degree of analytical and professionalism
- Strong written and verbal communication skills
- Proficient with MS Office
- Proficient with writing reports, business correspondence and procedure manuals.
- Ability to coach and to educate team for efficient, effective and economical methods of doing audit.

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Drive for Result - 3
- Problem Solving - 3
- Integrity and Trust - 3
- Strategic Thinking - 3
- Priority Setting and Time Management - 3
- Job Knowledge - 3
- Interpersonal Skills - 3
- Valuing Diversity - 3

Department Head:

Employee: