



POSITION DESCRIPTION

POSITION TITLE : Internal Auditor/K4015

DEPARTMENT : Finance

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Internal Audit Supervisor

POSITIONS SUPERVISED : Nil

POSITION PURPOSE

To investigate issues identified and detection of fraud across all brands on a daily basis, and to objectively maximize analytical skills to enhance business operations and to mitigate risks of the company
Assist Audit Supervisor in ensuring smooth activities of internal audit

ESSENTIAL FUNCTIONS AND BASIC DUTIES

General

- Assist and accomplish with Audit Supervisor in carrying out various audit assignments.
- Share observations and feedback on the effectiveness and efficiency of policy and procedures.
- Achieve resolutions and closures of support service tickets.
- Carry out special project assigned by line manager from time to time.

Investigation and detection of fraud

- Carrying out investigations and analysis on issues found or being endorsed from other departments
- Gather evidences in support for investigation and cases
- Assist Audit Supervisor in drafting of reports on issues noted based on analysis and investigations

Stock /Cash / Store Standard Management

- Analysis and resolution of Deliveries/Transfers issues identified or shared
- Analysis and resolution of any system issues
- Periodic cash verification at various branches and head office custodians.
- Conduct selective cycle counts (male stores)
- Ensure retail have the most updated Stock, Cash and Store Standard policy and procedure manuals

Cycle Count and Checklist (UAE/GULF Only)

- Conduct cycle counts across all brands
- Conduct verification on stores compliance on checklist
- Perform periodic cash verifications at stores
- Provide essential and rational feedback in the conduct of cycle counts
- Ensure retail have the most updated Stock, Cash and Store Standard policy and procedure manuals.

Fixed Assets

- Ensuring all fixed assets acquired are properly accounted and bar coded.
- Carrying out products disposal and write off.
- Carrying out fixed assets physical verification at regular intervals.

Stock Takes

- Assist Audit Supervisor in preparing and analysis of yearend audit reports
- Conduct stock take activities at stores
- Conduct stock counts and spot checks at stores and/or warehouses.



PERSONAL CHARACTERISTICS:

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

PERFORMANCE MEASUREMENTS

- To maintain area stock accuracy under 2%
- Ensure that 95% closure of support service tickets received
- To ensure assets are properly accounted for 100% (with barcode if needed)
- To conduct cycle counts as per agreed Audit Calendar (all stores)
- To perform spot checks or stock takes as agreed by audit calendar

QUALIFICATIONS\REQUIREMENTS:

- 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.
- Experience in the retail industry is an added advantage.

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 - 2
- Integrity and Trust - 3
- Managing Relationship - 2
- Job Knowledge - 3
- Interpersonal Skills - 2
- Valuing Diversity - 2



Department Head:

Employee: