



**DESIGNATION** : **EXECUTIVE INTERNAL AUDIT**

**DEPARTMENT** : **INTERNAL AUDIT**

**VACANCY** : **ONE (1)**

**COMPANY** : **BINA DARULAMAN BERHAD**

**LOCATION** : **ALOR SETAR, KEDAH DARUL AMAN**

**PURPOSE OF POSITION:**

Manage staff to completion of tasks and performs complex or technical tasks. Serves as career development leader for Internal Audit staff and New Internal Auditor.

**REQUIREMENTS:**

- Bachelor's Degree in Accounting, Finance and / or Business Administration.
- Professional certification, CPA and /or CIA and MIA.
- At least one (1) year minimum in Internal Audit or other related fields.
- Experienced in Governance, Risk Management and Internal Control.
- Experience in IT System and Governance.
- Ability to manage audit engagement and resources and, as when required, supervise junior auditors work.
- Excellent written and oral communication skills.



## **RESPONSIBILITIES:**

1. Assist Team Leader in audit planning stage – prepare audit working file, Request for Document, Audit Planning Memorandum, Pre-plan of assigned audit scope, prepare audit program, understand the assigned area relevant policies and procedures, workflow, input and output, organization structure, understand risks associated to the assigned area, internal controls, budget and cost implication.
2. Assist Team Leader in fieldwork – Review of documents, vouching, physical verification, analysis etc. By referring to the audit program. Assess compliance with policies and procedures, breakdown in internal controls, wastages, inefficiencies, delays, targets not achieved, abused, fraud etc.
3. Document evidence to support deficiencies found when performing the audit (refer to # 2 above). Ensure cross reference to the Audit Program and Audit Working Papers.
4. Draft Audit Issue – Highlight any internal control weakness, inefficiencies, non-compliances to the SOP, rules and regulation, over / under spending, suspected misappropriation of monies / fraud etc. Determine why and how it happened by identifying the root causes and impact to the operation, profit and reputation / company's image.
5. Ensure all audit working papers, evidence, correspondence, are neatly filed and pass the QAIP assessment. Upload and convert all relevant files to shared folder.
6. Assist Team Leader in administrative matters for example compilation of correspondences and working papers, supporting documents, logistic arrangement etc.

## **HOW TO APPLY:**

Interested candidates are encouraged to submit their resume, cover letter, and portfolio (if available) to [hr\\_recruit@bdb.com.my](mailto:hr_recruit@bdb.com.my). Please indicate "**Executive Internal Audit**" in the subject line of your email.