



# **INTERNAL AUDIT OFFICER**

## **ROLE SUMMARY**

The Internal Audit Officer provides an independent appraisal on the adequacy and effectiveness of PEF's internal control system, risk management, and governance processes to achieve the Foundation's vision, mission, objectives, mitigate risks and improve operations.

## **QUALIFICATIONS**

- Education: Bachelor of Science in Accountancy, Internal Audit or other related course
- Licensed Certified Public Accountant or Certified Internal Auditor
- Experience: At least five years work experience in a similar role; strong background on risk-based audit, preferably with organizational development experience
- Detail-oriented and highly organized
- Self-starter, driven and highly motivated
- Can work independently and take charge of his/her own tasks
- Has excellent communication skills and can collaborate with different stakeholders

## **DUTIES AND RESPONSIBILITIES**

- Review, update and ensure compliance to audit policy and procedures.
- Develop a risk-based audit annual work plan; prepare and monitor budget for project audits, process audits and external financial audit.
- Implement the plan by applying a risk-based approach and appropriate audit methodologies, and ensure that audit procedures and protocols are observed.
- Hire auditors and consultants to conduct various audit work and monitor performance of deliverables, and evaluate their final outputs.
- Conduct audit of highly confidential processes and matters of the Foundation and its subsidiaries.
- Discuss audit findings and recommendations to the concerned unit or partner and monitor their actions on audit resolutions and agreements.
- Review audit tools, systems and processes to keep them relevant and updated to the needs of the audit clients.



- Draw out insights and lessons from audit findings and evaluations, and systematically share these to relevant work units to improve the performance of the Foundation in terms of governance and operational management.
- Report to the Audit Committee the plans and accomplishments. Assist in identifying audit and risk issues that may be elevated to the Board or Board Committees.
- Coordinate with other units on matters requiring coordination like schedule of activities, financial and other administrative concerns.
- Act as the records custodian of all audit records and documents. Implement necessary risk management measures like redundancy, proper storage and compliance with the Data Privacy Act.
- Participate in agile teams created for specific engagements such as due diligence and partners' capbuild on risk management, internal controls, etc.