	AVP- Internal Audit		Document Number:
	Job Description		JD-SS-06.01
	Department: Internal Audit	Effective Date: November 09, 2015	Revision No 0

I Reason for Existence


Responsible for managing the effective & efficient administration, and application of audit in the accounting system of the Company and in the conduct of Financial, Operational and Compliance Audit with Company's policies, procedures and standards, and applicable rules and regulations. Advise the management of weaknesses or areas for improvements noted and recommendations.

II Duties and Responsibilities

1. Perform audit planning by attending meetings, conducting interviews, and obtaining reports/information with auditees to develop an understanding of business processes and identify potential risks;
2. Develop annual plan and perform risk assessments by obtaining, analyzing and evaluating the accounting documentation, reports, data, process documentations, on key business activities and using this information to serve as guide on what to cover in audit;
3. Plan/organize audit methodologies by preparing audit work program or audit checklists to improve the effectiveness and efficiency of audit procedures;
4. Review policies and procedures by performing test of controls, walk through of processes and checking of supporting documents, to check consistent implementation of policies and procedures and provide recommendations on process improvements;

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5. Conduct and/or monitor regular or special audit of Head Office and Branches nationwide by implementing the audit plan to ensure objectives are met in relation to the direction of Top Management;
6. Review audit report findings/observations and recommendations submitted by Internal Auditor/s by checking the initial audit report and the audit files, to check the accuracy and validity of audit findings and recommendations, for reporting to the Top Management;
7. Conduct follow-up audit by gathering updates and/or reviewing supporting documents on action plans from the Person/s In-charge or from the process owners to ensure closure or completion of all action plans; and, escalate status and open items to Top Management;
8. Monitor tax and accounting updates by regularly checking the BIR website, PICPA, and other publications, or attending trainings/seminars on new rules and regulations, to assess how well the Company is complying to applicable new tax rules and regulations and to inform management on issues that need to be addressed;
9. Conduct performance management by evaluating and discussing results of key performance indicators to direct reports and come up with action plans to improve team's performance;
10. Identify and address staff training and coaching needs by doing scheduled one on one Session using coaching log sheet and key incident journal to ensure that the direct reports are highly motivated, engaged and enthusiastic in delivering service to our customers;
11. Perform ad hoc investigations, reviews, and other directives as may be assigned by the Top Management;

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III Minimum Qualifications

1. Graduate of BSBA course, major in Finance or Accountancy, preferably a CPA
2. Have at least 10 years work experience in internal audit, external audit or related field especially in various finance functions
3. Proficient in Windows-based applications (Word, Excel, and PowerPoint), and accounting software
4. High attention to details and excellent analytical skills
5. Good interpersonal communication and management skills
6. Has excellent verbal and written communication skills
7. Ability to work in a fast paced and dynamic environment
8. With proven people skills
9. Excellent leadership skills and should be able to drive change.

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