	<h1>Senior Internal Auditor</h1>		Document Number: JD-SS-06.02
	<h2>Job Description</h2>		
	Department: Internal Audit	Effective Date: November 09, 2015	Revision No 0

I Reason for Existence


The Senior Internal Auditor is responsible in the conduct of internal audit activities to check and monitor compliance with the Company's policies and procedures; and, in providing reports on audit findings, obtaining management responses, and recommendations. He/She assists in the follow through of implementation of all recommendations and action plans from the process owners.

II Duties and Responsibilities

1. Assist in the internal audit planning, and in the implementation of projects or special task assigned to the Internal Audit by attending meetings, conducting interviews, and obtaining reports/information with auditees to develop an understanding of business processes and identify potential risks;
2. Conduct regular or special audit of Head Office and Branches nationwide by implementing the audit plan, implementing and accomplishing the audit work program, to ensure audit objectives are met;
3. Conduct regular field or Client's warehouse visits by observing cargo handling/loading activities, manpower assignments, Company fleet equipment deployed, and accomplishing Warehouse Observation Checklist to check compliance with Company's standards on cargo handling;
4. Perform financial audit by obtaining account schedules, examining supporting documents, interviewing relevant personnel, to check the accuracy and validity of transactions and account balances;

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5. 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;
6. Assist Finance, MMD, Fleet and other Departments in the conduct of regular or special count of fixed assets, spare parts, and other Company assets; document findings, investigate physical count discrepancies noted and monitor resolution of physical count variances;
7. Discuss initial audit findings with the auditee by presenting the observations and recommendations to the person in-charge and the Branch Head or Department Head, to obtain management responses, confirmation on the recommendations and gather timeline on action plans;
8. Prepare audit report by documenting the findings/observations and recommendations as discussed with the process owners, for discussion and review by the Immediate Leader; Maintain audit files by regularly filing the hard and soft copy of documents and reports gathered to support the audit findings/observations;
9. Conduct follow-up audit by gathering updates and 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;
10. Perform other functions as may be assigned or as may be requested by his/her immediate superior.

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III Minimum Qualifications

1. Graduate of BSBA course preferably major in Accountancy
2. Have at least two years' work experience either in internal audit, external audit or in various finance functions
3. Good verbal and written communication skills, including report writing skills
4. Good interpersonal communication and time management skills
5. Proficient in Windows-based applications (Word, Excel, and PowerPoint)
6. Ability to work with minimum supervision
7. High attention to details and good analytical skills

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