



Job Title: Internal Auditor

Department: Internal Audit

Job Summary

The Internal Auditor is responsible for conducting audits as per MUA Internal Audit methodology and in line with the approved Internal Audit plan. The Internal Auditor ensures that risk management, internal controls and governance processes in place are adequate and effective.

Main Responsibilities

- Plan the audit engagement.
- Analyse the department to be audited.
- Prepare the process flow chart, risk & control registry.
- Perform audit field work as per MUA Internal Audit methodology and conduct specific tasks during fieldwork.
- Contribute to the development and implementation of tools to analyse data to improve audit efficiency and effectiveness.
- Prepare draft findings and ensure adequate root cause has been identified.
- Send mail reminders of due and overdue issues to Head of Department (monthly).
- Conduct follow up and testing on audit issues in a timely manner.
- Maintain issue tracker with up-to-date status from issue owners.

Job Requirements

- ACCA/ ACA – Level 1 would be a definite advantage
- Diploma/ Degree in Finance, Accounting or Computer Science would be an advantage
- A minimum of 2 years' experience in Insurance industry/Internal Audit
- Good Knowledge of MS Office
- Good communication and organisational skills
- Ability to work collaboratively with others and excellent team working skills

The company reserves the right to call only the best qualified candidates for the selection exercises.

Applications received after the closing date might not be considered.

The company also reserves the right not to proceed with the vacancies.