

## Job Description

Perform assurance engagements to evaluate the adequacy and effectiveness of the systems of internal control, risk management, governance process and the quality of performance in order to support achievement of the Annual internal audit engagement plan approved by the Audit Committee.

### Key responsibilities:

- Plan each engagement with regard to time frames, scope of work, nature and extent of checking in consultation with the Assurance & Advisory Services Manager in order to ensure that work is carried out in a timely and efficient manner to achieve effective results.
- Design engagement programmes with detailed audit procedures to provide a reasonable assurance that engagement objectives have been achieved.
- Assist in policies and procedure reviews in order to evaluate the adequacy of the system of internal controls that are being established by the management.
- Identify, analyze, evaluate and document sufficient and appropriate audit evidence that provides a reasonable basis for engagement findings.
- Discuss the summary of observations with departmental management in order to arrive at a reasonable conclusion and communicate the results of the engagement by way of a draft report to ensure engagement findings are reported on an objective, clear, concise, constructive and timely manner.
- Complete Working Paper files according to currently applicable internal auditing standards and internal departmental guidelines.
- Carry out any other special assignments/agreed up-on procedures/projects/risk management reviews to meet management requirements or administrative work assigned by Assurance & Advisory Services Manager on a timely basis.
- Carry out follow-up reviews to ensure that appropriate actions are taken on agreed recommendations by the action owners.

## Requirements

Passed finalist of Chartered Accountants of Sri Lanka or equivalent professional qualification with 2 years work experience.

**OR**

Bachelor's Degree in Finance / Commerce / Engineering / Mathematics / Science / Statistics/ Information Technology/ Information Systems streams with 2 years work experience in audit and/or assurance services.

Work experience in an audit firm would be an advantage.

### Skill Requirements:

- Knowledge on Internal Auditing Standards and techniques in the performance of internal audits.
- Data analysis skills.
- Good verbal and written communication in English.
- Good interpersonal skills.

Age to be not more than 35 years as at the closing date 15th February 2025.

Be a Sri Lankan citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

## Job Information

Department Name  
**Corporate Offices**

Date Opened  
**05/02/2025**

Application Closing Date  
**15/02/2025**

Job Type  
**Full time**

Industry  
**Financial Services**

City  
**Katunayake**

Province  
**Western**

Country  
**Sri Lanka**

Postal Code  
**11450**