

Manager Internal Audit



Responsibilities:

- Assist in the development and execution of the annual internal audit plan, considering the organization's risks and priorities.
- Obtain, review, and evaluate internal procedures, policies, and supporting documentation to assess the effectiveness of the control environment and identify potential weaknesses.
- Conduct detailed audits, including compliance testing, to evaluate adherence to established policies, procedures, and relevant regulations.
- Assess risks and key internal controls to ensure an effective control system is in place and to identify areas of non-compliance with laws, regulations, and approved policies.
- Prepare clear, concise, and comprehensive reports on audit findings, including asset utilization, audit results, identified weaknesses, and practical recommendations for improvement.
- Communicate audit findings and recommendations to relevant stakeholders, including management.
- Assist in the preparation of presentations for the Board and Audit Committee, in collaboration with relevant parties.
- Carry out special audits and investigations as required to ensure compliance with applicable laws, regulations, donor requirements, and management policies.
- Monitor and evaluate the organization's compliance with relevant legal and regulatory frameworks specific to non-profit organizations in Pakistan.
- Periodically follow up on the implementation of agreed-upon audit recommendations and the corrective actions taken by management.
- Track the status of audit findings and ensure timely resolution of identified issues.
- Examine and evaluate quarterly and annual financial statements, including comparisons with budgets, to provide insights to the Audit Committee.
- Analyze financial data to identify trends, anomalies, and potential areas of concern.
- Assist in following up on action items arising from Audit Committee meetings and providing support as needed.
- Support external auditors by coordinating the provision of required information and facilitating their audit processes.
- Carry out ad-hoc audit reviews or investigations into any areas identified by management or the Board.

To apply, please email your CV at **jobs@kdsp.org.pk**

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PECHS, Karachi



021-34315377, 021-34395377,
0334-3355377

Requirements:

- Minimum ACCA / CA (part qualified) or Master's degree in Accounting & Finance from an HEC recognized institution.
- Minimum 03-05 years of relevant work experience in the social development sector is preferred.
- Professional certifications or part completed such as Certified Internal Auditor or Certified Information Systems Auditor (CIMA) preferred.
- Strong written and verbal communication skills, including the ability to prepare clear and concise reports.
- Proficiency in IT / computer skills and MS Office.
- Strong organization and time management skills with ability to work on deadlines.
- Must be an excellent observer and problem solver.
- Experience working in an ERP environment.
- Ability to work efficiently independently and as part of a team.
- High level of integrity and professional ethics.

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