



JOB DESCRIPTION

Internal Audit Manager

Profile				Role Objective
Position title	Internal Audit Manager	Report to	Chief of Risk & Audit Officer	<ul style="list-style-type: none"> Conduct financial and operational audits throughout the Company to provide Management and the Board of Directors with objective analysis of activities. Guide management staff on internal control and operating issues.
Division	Risk & Audit	Department	Internal Audit	
Key Duties & Responsibilities				Qualifications
<ul style="list-style-type: none"> Formulate and maintain audit programs of financial accounts, records, contracts and financial procedures of internal operations to ensure proper recording of transactions and compliance with established procedures Develop audit plan identifying areas of potential internal control exposure and areas for improving operational efficiency. Conducts audits of financial and operational business processes on financial accounts, records, contracts and financial procedures. Closely coordinate with line management to recommend solutions for control deficiencies identified Manage and monitor the work of assigned staff. Make decisions relating to hiring, staffing, promotions, discipline and transfers. Review working papers and reports prepared by staff to ensure appropriate documentation 				<p>Education</p> <ul style="list-style-type: none"> University degree in Finance or Accounting <p>Experience</p> <ul style="list-style-type: none"> Experience in the use of an integrated business software package and financial reporting modules, and PC package software (Word, Excel, and PowerPoint) <p>Specific skills</p> <ul style="list-style-type: none"> Good communication in both Vietnamese and English Analytic and numeric skill. Teamwork skill, Communication skill and adaptability Understanding of organizational structure, operating culture, effective work styles and management processes to achieve results in a changing environment.



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- Strong analytical mind

Contact person:

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