

Assistant Manager Internal Audit

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Company: Mainstream Bar And Grill

Location: dubai

Category: other-general

Responsibility: • Assist the Manager in developing and maintaining annual risk assessment, annual audit plan and updates to the Senior Management and Audit Committee. • Ensure that the internal audit programme under the audit cycle is timely executed and are aligned towards the achievement of overall company objectives. • Plan and schedule audits independently and reviews in consideration of audit priorities, sometimes managing multiple projects concurrently, including special ad-hoc investigations and consultancy works as may be requested by Senior Management. • Deploy acceptable tools and techniques to make the audit process efficient. • Ensure that audit assignments are conducted in accordance with the International Auditing Standards and Professional Code of Ethics (Big 4 benchmark). • Ensure compliance with International Internal Auditing Standards and that all audit findings and issues are properly documented, communicated, and agreed upon with the auditees. • Review and ensure that audit report is prepared in a concise manner and that audit issues are placed in appropriate context with practical recommendations presented in a persuasive manner for proper implementation by the auditee. • Demonstrate effective time management skills by ensuring that audit assignments are completed within time budgets and calendar schedules while handling multiple jobs and maximize productivity. • Highlight potential risks and quantify either value at risk or improvement potential wherever applicable. • Communicate effectively and professionally with business unit / department management throughout the audit process with regard to developing a mutually effective audit work schedule, conducting audit status meetings, and leading the entrance and exit conferences. • Establish and maintain effective business relationships within the organization and

maintain knowledge of assigned operating business units / functional departments. • Ensure that the working papers are adequately maintained as per the accepted Internal Audit Standards • Monitor international developments, emerging trends and best practices in internal auditing and implement them, as applicable.

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