

## Audit & Investigation Specialist(ENEC)

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Company: Arabnews

Location: , , United Arab Emirates

Category: other-general

-Provide inputs for maintaining an effective framework of ENEC Anti-Fraud and Misconduct Program including policies and procedures that supports prevention, detection and response of fraud or misconduct including establishing whistleblowing hotline.-Carry out investigations / audit assignments in line with ENEC Anti-Fraud and Misconduct Program or Internal Audit Plan.-Provide input to the development of the annual and long term Internal Audit Plan by assessing and prioritizing risks both within individual business areas and at a corporate level in order to ensure that audit efforts and resources are focused on areas of higher risk.-Obtain background information, knowledge and understanding of the overall business process for identification of key risks.-Provide support / lead external resources allocated to the assignment for execution of the assignments.-Propose and, after adequate approval, execute appropriate qualitative/quantitative tests and evaluate system of Internal controls during investigations to achieve investigation scope.-Maintain proper documentation and filling for working papers and record notes to report and document the results of work carried out for audits and investigations.-Develop audit and investigation findings and recommendations and discuss findings with auditees /alleged personnel to achieve agreement or understand their concerns on corrective actions. Prepare draft report and recommend an audit opinion on adequacy and effectiveness of internal controls to manage risks.-Conduct regular follow-up exercises with relevant stakeholders to review status of agreed actions.-Provide support in training ENEC employee, in conjunction with the Training Department on ENEC's Anti-Fraud and Misconduct Program. Train and develop new auditors as required, including UAE nationals.-Carryout any other activities as requested such as review of new/ amended

policies and procedures and supporting other Management Initiatives.-Ensure compliance with established Internal Audit Manual, ENEC's Anti-Fraud and Misconduct Program, Policies and Procedures and provide feedback for improvement, if necessary.-Conduct work in accordance with the established policies and procedures including the established HSE and code of business conduct.Activity :Monitoring and ControlResponsibility:-Develop and maintain ongoing reporting to the Senior Audit & Investigation Specialist. Monitor and schedule the work assigned and, where applicable, assist in reviewing and evaluating the performance of consultant or auditors appointed from external firms.Activity :

Stakeholder ManagementResponsibility:-Support business units (through facilitation and workshops) as they identify, rank and manage Fraud risks. This includes promoting risk awareness.-Discuss and agree the result of the field work and status of the agreed action plan with the auditees and management as deemed appropriate.-In consultation with Senior Audit and Investigation Specialist, advises functions on development of Internal control and Implementation of best practices, based on lessons learned from investigations, other audit work or business experience.-Conducts work in accordance with the existing Policies, Procedures and including code of business.-In the performance of these duties, the Audit & Investigation Specialist has the authority to access some of company information, and is expected to exercise discretion and ensure appropriate safekeeping and confidentiality of all such information received.Activity: Standards and Best PracticesResponsibility:-Maintain professional standards of work, keep current with Internal Audit and Anti-Fraud best practices, Maintain sufficient general knowledge of overall company's procedures, policies and objectives in order to more efficiently identify potential risk areas.SkillsTechnical Competency:-Understanding of the Internal Audit & Investigation Function-planning Audits & Investigations-Documentations Skills-Interviewing Skills-Computer LiteracyBehavioral Competency:-Respect For Safety & Security-Integrity & Transparency-Communication Effectiveness-Results Focus: Working Effectively and Efficiently Company IndustryOther Business Support Services ENEC Other Business Support Services United Arab Emirates #J-18808-Ljbffr

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