HEAD OF INTERNAL AUDIT

Key responsibilities/What you do

- Review and update Master Audit Universe (MAU) and ensure all related business processes are reflected into it.
- Based on MAU, develop risk-based annual audit plan detailing the scope, nature and timing of audit activities in line with risk–based audit approach.
- Update the local Audit Policy in accordance with best practice and in compliance with Local Laws and Regulation.
- Update local Standard Internal Audit Manual (SAM) in accordance with best practice and the Institute of Internal Auditors (IIA).
- Ensure internal audit procedures and audit work programs (AWP) align with best practice.
- Conduct the audits based on approved audit plan. Ensure that all audit materials such as Audit Planning Memorandum (APM), Kiff-off (KO) presentation, AWP are adapted and used locally in line with local SAM.
- Identify key areas of risk within AGL and propose appropriate controls to mitigate the risks.
- Discuss audit findings and recommendations with auditee and update the audit result to CEO as well as to report the significant findings to AGL Internal Audit Committee (IAC). Attend regular IAC meeting.
- Prepare draft and final audit reports in line with local SAM.
- Follow up and monitor the timely implementation of the management actions recommended in the audit reports.
- Provide CEO and Management with an opinion on the adequacy, effectiveness, and efficiency of internal control in AGL.
- Coordinate with Risk, Legal and Compliance and other control related functions, especially 2nd line of defense. Participate in Risk Management Committee (RMC) meeting, when invited.
- Be a member of Integrity Committee (IC) and involves conducting ad-hoc investigations and additional reviews as requested by CEO and/or IAC.
- Liaise with the external auditor on internal control issues.
- Frequent interaction with all personnel within AGL. Attend regular Management meetings (Bi-weekly update).
- Provide value-added services to management– advisory and consultancy services to management and IAC, if necessary, while adherence to independence.

Key requirements/What you bring

- Bachelor/Master of Business Administration (MBA), Financial & accounting or related field
- 5 to 8 years of related work experience in internal or External auditing with at least 2-3 years in a Head of Internal Audit role or equivalent e.g., risk management, compliance
- Hold a relevant certification or equivalent (e.g., CIA, CISA, CPA, ACCA) is a plus
- Experience in risk-based audit methodology and procedure
- Experience in interaction and management of good relationship with head of department and senior or management team
- Experience working effectively across cross-functional teams and business functions
- Individual Independence, Objectivity, and Integrity
- Organizational Independence
- Knowledge of using the data analytics tool/ System as well as developing data analytics procedure and methodology
- Audit System/ Tool

Key benefits/What we offer

We at Assurances General Laos offer a flexible working hour, an out of work activities, a positive learning and growing environment to support your professional career and personale developement.

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