

# POSITION DESCRIPTION



## INTERNAL AUDITOR

Position No.	MEL2221
Vacancy Type	Internal & External
Classification Type	PSI 5
Salary	As per MEL Salary Scale
Employment Type	Permanent Position
How to Apply	<p>Online applications are preferred. For online application and downloading Application Form, please visit: <a href="https://www.mauritiusmetroexpress.mu/job-vacancies/">https://www.mauritiusmetroexpress.mu/job-vacancies/</a></p> <p>Via email: Applications together with scanned copies of academic qualifications can also be emailed to: - <a href="mailto:career@metroexpressltd.org">career@metroexpressltd.org</a></p> <p>Via post: Applications together with scanned copies of academic qualifications can also be addressed to: - <b>Human Resources Manager</b> Metro Express Limited, Level 3, SICOM Tower, Wall Street, Ebène 72201</p> <p>The envelope or the title of the email should be clearly marked <b>"Internal Auditor"</b>.</p>
Position deadline	<p><b>Wednesday 05 October 2022</b> Applications received after the closing date will not be considered.</p>

**Job Title:**  
Internal Auditor

**Reporting Line:**  
Head of Finance

We are looking for a forward-thinking Internal Auditor who enjoys being meticulous down to the last details and insightful on all financial and accounting aspects. You will be passionate about delivering quality and you will think like the customer, act like owners, execute with urgency, operate as one team, and believe constructive conflict makes us better.

**Function/Division:**  
Corporate

**Location:**  
Ebene/Richelieu

**Qualifications:**

- a) Possess a relevant degree in finance or accounting from a recognised University or an equivalent qualification acceptable to the Board of MEL; and
- b) Be registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with Section 51 of the Financial Report Act.
- c) A minimum of 5 years' proven post qualification experience with a focus on internal control and auditing; experience in auditing procurements, projects and contracts in addition standard audits is an added advantage.
- d) Excellent knowledge of the Public Sector Internal Audit Standards with an ability to utilise core risk and control skills in a broad range of projects both in traditional internal audits and advisory projects aimed at assisting in the implementation of controls/improvements.
- e) Eloquent communicator (verbal and written) with ability to quickly establishes credibility and simplify the complex data for all stakeholders, pro-actively draw out key issues and develop effective solutions commensurate with the level of risk involved.
- f) Excellent interpersonal skills, an inquisitive mind, and the ability to work effectively in a matrix organisation with multiple functions and organisational levels, together with a positive attitude and strong work ethic with high integrity required.
- g) Ability to be hands-on and detail oriented, manage competing priorities in a dynamic and fast-paced work environment by encouraging collaboration and knowledge sharing, and consistently delivering quality work to agreed deadlines.

Candidates should also be registered as an Associate or Fellow Member of the following bodies:

- a) The Institute of Chartered Accountants of England and Wales
- b) The Institute of Chartered Accountant of Scotland
- c) The Institute of Chartered Accountants of Ireland

- d) The Chartered Institute of Internal Auditors
- e) The Association of Chartered Certified Accountants
- f) The Chartered Institute of Management Accountants
- g) The Chartered Institute of Public Finance and Accountancy

**Duties & Responsibilities:**

The incumbent shall be in-charge of the following:

1. Identify significant risks to business objectives, processes, programmes and projects;
2. Devise and implement an Internal Audit System to ensure and monitor the accuracy, reliability and effectiveness of all company's activities and operations;
3. Assessing the design, effectiveness and efficiency of internal controls over risks;
4. Plan, lead, organise and control activities within the section;
5. Prepare timely audit reports as well as strategic and annual audit plans in liaison with stakeholders;
6. Prioritise and deliver a portfolio of Internal Audit (IA) assignments to agreed milestones following departmental quality standards and methodologies to provide timely assurance over the effective management of MEL risks;
7. Provide management and stakeholders with recommendations for improvement to accounting, and other records, procedures and systems with a view to eliminating errors, preventing fraud and minimising wastage;
8. Ensure audit works are fully documented and carried out in accordance with established International Internal Audit (IIA) Standards;
9. Build, coach, and train audit teams, and prepare the internal audit programme as well as monitor its implementation;
10. Report on deficiencies and malpractices observed and propose remedial actions;
11. Design and prepare test procedures to improve the efficiency and effectiveness of operations across MEL;
12. Conduct information control reviews to include not limited to, system development standards, operating procedures, system security programming controls, communication

- controls, back and disaster recover, and system maintenance;
13. Identify any weakness to the system and create action plan to prevent security breaches;
  14. Ascertain that statutory provisions and internal regulations are being complied with;
  15. Ensure soundness, adequacy and application of internal controls;
  16. Examine all procurement orders, tender documents, contracts, and other documents issued by or executed by MEL to ensure that technical transactions are in line with approved procedures and in accordance to standard regulations;
  17. Maintain all documentation related to contract management projects, including progress of works, and developing test reports to ensure that technical works are being executed in accordance with terms of agreement;
  18. Supervise the work of subordinate and provide training in auditing practices;
  19. Foster constructive working relationships and mutual understanding with management, external auditors, and other stakeholders for proper coordination of work;
  20. Undertake any special audit investigation as and when required;
  21. Engage with stakeholders across MEL to maintain and disseminate business insights and knowledge, sharing lessons learned and better practice and promoting Corporate Risk & Assurance services;
  22. Maintain professional competence through continuing professional development to contribute to continuous improvement across all Internal Audit activities;
  23. Continuously builds and masters key technical, functional and professional skills; and
  24. To perform such other duties related to the main duties listed above or related to the roles ascribed to him

**MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.**