



Job Title	Manager II – Internal Audit
Department/Institute	Internal Audit
Reporting to	Internal Auditor
Main Objective	To assist, plan, conduct internal audits, including financial ones, and make recommendations to Management to strengthen management controls while acting as the organization's Compliance reference point.

1. Understands the organization's objectives, structure, policies, processes, internal controls and external regulations;
2. Assist the Internal Auditor in the planning and execution of internal audit programmes throughout the audit stages and processes;
3. Assist the Internal Auditor in completing audit work papers, raising and retention of the necessary documentation for the internal audit office such as audit charters, risk assessments and risk registers;
4. Act as the organisation's compliance officer through the assurance and consultation function of internal auditing;
5. Communicate preliminary findings with the audited subject and explore remedial action to resolve the finding;
6. Under the supervision of the Internal Auditor, provide relevant information under review such as findings and recommendations to management.
7. Assist in the internal audit steps on financial matters such as testing general ledger, account balances, balance sheets, income reports and related financial statements;
8. Assess and evaluate risks and internal controls by the identification of operational weaknesses, inefficiencies, non-compliance and lack of control;
9. Assess and evaluate risks and internal controls of the IT organizational structure, the IT policies, standards, documentation and controls of management information systems. Evaluate and assess manual and automated financial and operational processes;
10. Verify assets and liabilities by comparing and analysing items and collateral to documentation;
11. Coordinate information requirements for external auditors;

12. CPD: Participate in relevant professional development training programmes and attend seminars/conferences organized by professional organisations in Malta and abroad;
13. Other related duties as may be delegated by the Internal Auditor or the Principal.