

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-688-2022
Company Name	Debbane Saikali Group
Industry	Group of companies
Vacancy	Internal Auditor
Number of vacancies for that position	1
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	FT
Major(s)	Audit
Degree	Bachelor
Years of Experience	0 to 2 years
Location	Zouk Mikael
Remuneration & Benefits	TBD
Currency (LBP, Dollar, Lollar)	Dollar, Lollar and LBP
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• To participate in the implementation of the annual audit plan through executing the assigned internal audit projects.</li> <li>• Prepare technical documents and reports that demonstrate an understanding of the assigned areas.</li> <li>• Assist the IAS in preparing and developing the audit work programs.</li> <li>• Complete testing of audit steps listed in the audit work programs reviewed by the IAS in a timely manner.</li> <li>• Identify control performance issues and develop recommendations to address those issues.</li> <li>• Meet with appropriate staff to obtain an understanding of the business processes.</li> <li>• Perform audits in compliance with the Internal Audit established policies and procedures.</li> <li>• Perform fact-gathering and analysis, in a thorough, accurate and organized manner.</li> <li>• Perform audit substantive and analytical testing in a thorough, documented, accurate, and organized</li> </ul>

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manner and ensure that all relevant supporting documents are obtained.

- Ensure audits address key risks.
- Communicate with the IAS or the Internal Audit Manager (IAM) on a continuous basis about difficulties or issues encountered during fieldwork and provide a regular update on the progress of the audit.
- Participate in kick-off, status and exit meetings.
- Assist in preparing the planning memos and draft reports for all assigned audits and provide feedback.
- Assist in conducting follow-up audits to assess the status of the implementation of the internal audit recommendations.
- Initiate and develop strong relationships with clients.
- Conduct knowledge sharing sessions to the audit department team.
- Participate in the periodic Internal Audit meetings.
- Assist the IAS or the IAM in the administrative tasks related to the IA department.
- Perform other special tasks (such as projects pertaining to Ad-Hoc, consultancy, specific compliance, etc.) as instructed by the IAS or the IAM.
- Have internal relationships with the: Head of Department and Business Process Owners.