

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-232-2022
Company Name	AROPE Insurance S.A.L.
Industry	Insurance
Vacancy	Internal Auditor Officer
Number of vacancies for that position	
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	
Major(s)	Bachelor of Business Administration - Accounting
Degree	Bachelor Degree – Master is a plus
Years of Experience	1 -2 years (Insurance industry is preferred)
Location	Zalka, Michel El Murr Str. Arope Bldg.
Remuneration & Benefits	Basic Salary, Transportation, Medical Insurance
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<ul style="list-style-type: none"> <li>• Implement the annual audit plan and report any barrier to performance in a timely manner</li> <li>• Perform unplanned assignments that may occur</li> <li>• Identify financial, legal and operational risks and recommend proper mitigation solutions</li> <li>• Conduct internal protective and constructive audits of controls, financial records, administrative procedures and operations</li> <li>• Report findings to Internal Audit Manager</li> <li>• Assist in the investigation of fraud</li> <li>• Compile audit findings and recommendations for modifications and improvements to systems and procedures.</li> <li>• Produce draft detailed and analyzed audit reports</li> <li>• Maintain proper filing of audit documentation</li> <li>• Maintain and review confidential reports</li> </ul>

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- Maintain confidentiality of all corporate, personnel and research matters.
- Perform effectively any other duties as assigned; assume new duties as the need arises.