

## JOB POSTING REQUEST FORM

### Job Details

|   |   |
|---|---|
| Reference #                                       | CP-448-2021   |
| Company Name                                      | Confidential  |
| Industry  | Insurance   |
| Vacancy   | Junior Internal Auditor   |
| Job Type ( <i>FT, PT, Contractual, Seasonal</i> ) | Permanent   |
| Major(s)  | Business  |
| Degree  | Accounting – Banking & Finance  |
| Years of Experience                               | 0-2   |
| Location  | Beirut  |
| Remuneration & Benefits                           | 1,000 \$ - 1,200 \$   |
| Tasks & Responsibilities                          | <ul style="list-style-type: none"> <li>• Assist the Head of Internal Audit in drawing up the audit program and designing test of controls.</li> <li>• Execute audit programs to test key controls so as to evaluate their effectiveness, and ensuring proper formal documentation of all audit work is performed.</li> <li>• To regularly report significant audit issues/concerns to the Head of Internal Audit through discussions and properly documented audit working papers presenting the finding, and the risk involved.</li> <li>• Make sure audits meets required time frame previously set by Head of Internal Audit.</li> </ul> |