

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-476-2021
Company Name	OMT
Industry	Financial Services
Vacancy	Senior Internal Auditor
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Business Administration (focus on Audit, Finance or Accounting)
Degree	Bachelor 's degree ; Master's degree is a plus
Years of Experience	4-7 years
Location	Head Office - Badaro, Beirut
Application Deadline	N/A
Remuneration & Benefits	Medical & life insurance NSSF Yearly bonus depending on performance Schooling allowance Transportation
Tasks & Responsibilities	<p>Reports to: Internal Audit Director</p> <p>Position Summary: Responsible for performing individual internal audit projects, as part of the total internal audit plan. This includes developing internal audit scope, performing internal audit procedures, and preparing internal audit reports reflecting the results of the work performed. Also responsible for adopting systematic audit approaches to evaluate and improve the effectiveness of OMT operations and processes, executing tasks for assessing and evaluating the efficiency of implemented controls and risk management, adequacy of internal policies and procedures, conformity of operations with applicable laws and regulations.</p> <p>Primary Duties and Responsibilities: Internal Audit Scope Fraud investigations</p>

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Regular or ad-hoc audits
Special assignments
Risk assessments
Key Internal Audit projects

- Leverages insights in identifying risks and potential areas for audit
- Communicates with other departments to verify records and confirm company policies
- Reviews past data, stays informed about new developments and be prepared to integrate changing books into a current policy
- Reviews and analyzes transactions, documents, records, reports and accounts relating to OMT operations and functions and prepares acceptable working papers and audit reports of findings
- Performs internal audits on OMT departments and activities in compliance with established guidelines and principles of auditing by understanding and documenting business processes, interpreting company policies and procedures, governance practices, and regulatory obligations
- Evaluates compliance with laws, policies, procedures, and regulation by comparing operating practices with established norms, and supporting the safeguarding of operations by reviewing the internal controls
- Assesses complex activities to identify potential operational, financial, or compliance risks or potential fraud which warrant audit attention
- Obtains audit evidence or any required information to support the audit findings and conclusions
- Identifies any risks and evaluates the internal controls associated with both financial and operational processes

Audit Field Work Interactions

- Conducts audit field work and documents the audit work and findings
- Remains competent and current through self-directed professional approach, develops

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professional contacts with colleagues, with ability to avoid conflicts and disputes

- Acts as a liaison between groups with a focus on solving particular unstructured problems
- Interacts with management and key personnel to build / maintain ongoing business relationships by utilizing strong interpersonal and communication skills
- Maintains good/positive communication with all staff while cleverly dealing with the auditee gathering required Internal Audit information
- Influences or motivates others, to obtain information, or to control situations and resolve problems; engages professionally with teams when interactions are moderately unstructured or when teams hold differing goals and objectives

Business Understanding, Job Controls & Guidelines

- Interprets inadequate or incomplete guidelines, develops plans, and initiates new methods to complete assignments based on those interpretations
- Interprets and refines methods to complete assignments especially when facing problems or unusual circumstances, variations in approach, or incomplete or conflicting data
- Displays profound understanding of OMT business (processes, projects, services, etc.)
- Engages in discussions with key process owners with ability to challenge current processes
- Participates in delivering awareness sessions in the area of internal controls and policy
- Maintains an awareness of audit trends and “best practices”

Internal Audit Reporting & Analysis (findings & recommendations)

- Evaluates and rethinks current processes following audit findings

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- Develops preliminary findings and realistic recommendations to improve / enhance the internal control environment
- Works with management to develop acceptable solutions to address issues or gaps identified and ensures remediation is implemented
- Prepares accurate, logical, well-structured and detailed reports clearly describing the work performed, test results and conclusions reached
- Organizes and presents meaningfully detailed reports to communicate the audit results to management
- Supplements written reports with suggestions for changes in policy
- Prepares work papers by researching, compiling, and analyzing data to be presented within internal audit reports
- Shares regular reports with relevant stakeholders and ensures linking figures with relevant process improvement initiatives
 - Structures data packaging in sound reports and ensures dissemination of same in a systematic and regular way
- Conducts in-depth qualitative and quantitative analysis, ratio analysis, sometimes dealing with massive data and using ACL advanced analytics tool
- Transforms raw data into meaningful information to add value to the business

Knowledge, Skills, and Abilities:

Qualifications:

- University degree in Business Administration (focus on Audit, Finance or Accounting). Master's degree is a plus
- CIA is a must
- Other advanced certifications in auditing or accounting such as CPA, CISA or CFE would be a plus

Technical Skills:

- Advanced English written & spoken. Moderate in Arabic. French is a plus
- Advanced use of Microsoft Office tools

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- ACL is a plus
- Experience in Internal Audit including fieldwork tasks, data analysis, audit documentation and reports creation as well as presentation. Other relevant experience in Risk Management, Fraud Investigation, External Audit is also considered

Overall experience:

- 4 – 7 years
- Big 4 or international experience is a plus

Key Behavioral competencies:

- Advanced verbal and written communication skills with the ability to maintain tact and diplomacy in contentious conversations
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Excellent interpersonal and customer service skills
- Ability to identify and resolve discrepancies and to notice questionable trends or frauds
- High level of ethics and compliance
- Proven reliability and trustworthiness
- Ability to work with structure and attention to details
- Ability to maintain confidentiality
- Ability to work autonomously and in a fast-paced environment