Role & Job Descriptions

Job Title: Deputy Manager	Department: Internal Audit
Job Holder: Faizan Khan	Location: Matco II
Reports To: Head of Internal Audit	Job Code:
Supervisor Name: Bilal Ahmed	Grade: M7

JOB PURPOSE
Responsible for conducting/assisting reviews and audits of all the systems and auditable entities currently in use in the Company with a view to verifying the exceptions and suggesting the improvements in the same.

PRINCIPAL ACCOUNTABILITIES	
1	Ensure that the audit plan is being followed as per established schedule which involves supervision, review work of other staff member(s) & active liaison with them and the auditee under the guidance of the head of Internal Audit.
2	Primary responsibilities include managing, performing and assisting in performing operational, system, financial & business audits of the company's business units.
3	Serve as a well-rounded business leader with all out creativity and innovation by providing value-added recommendations to operations management to improve internal controls
4	To ensure that the company balances the risk such as frauds, errors, omissions, delays and associated controls.
5	Participate in the development of an audit plan under the guidance of the head of audit.
6	Participate in the development of new reports & forms in ERP to facilitate the business analysis in the innovative ways by harnessing the functionalities of ERP by the use of analytical approaches to facilitate improvements.
7	Monitor variances through ERP reports (such as excessive issuances of material and wastages)
8	Prepare documents during the conduct of the audits i.e. internal audit program, audit plans for achieving audit objectives and goals by performing a detailed review of business processes, documents and information system.
9	Prepare and supervise in drafting of clear, concise and objective reports of findings and recommendations for management's consideration for final review of head of internal audit.
10	Critically analyze the various business areas to facilitate the process of automation of business processes, dashboards and suggest improvements in different operational areas of business (such as sales, warehouse & production operations) with the overall aim to improve governance.
11	Identify and report non-compliances of polices & procedures or best practices in the entire company.
12	Provide performance reports and current task status of team members for reporting to the head of internal audit.

COMMUNICATION, SYSTEM RESPONSIBILITIES, AUTHORITIES & WORKING CONDITIONS

Communication:
   Internal:
     ▶ Manager and above of all departments in all locations, as and when necessary.
   External:
     ▶ External Auditors

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System Responsibilities:
- Responsible to ensure that all activities within or outside department are performed in accordance with established systems procedures
- Responsible to protect environment and minimize air, water & solid waste pollution to environment
- Responsible to develop and implement system procedures as per requirements, and also provide required training to his department personnel
- Responsible to fully comply with system requirements and always avoid any non-conformity

Authorities
- Authorized to approve all system and other documents within his scope
- Authorized to initiate and implement actions for continual improvement in his department working

Working Conditions:
Working conditions are normal for an office environment. Work may require occasional weekend and/or evening work.

JOB DIMENSIONS – QUALIFICATION, KNOWLEDGE, EXPERIENCE, SKILLS & COMPETENCIES
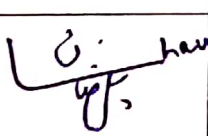
Knowledge (Education):
ACCA / ICMA Qualified

Experience:
7- 8 years' experience in relevant field.

Skills:
- Ability to see beyond the obvious
- Attitude to maintain confidentiality
- Well versed in utilizing financial software application
- Technical credibility
- Analytical thinking
- Decision making

Accepted by Job Holder	Verified by Line Manager	Approved by HR
Signature:	Signature:	Signature:
Name: FAIZAN KHAN	Name: Bilal Ahmed .	Name:
Date: 10/4/23	Date: 7/4/23.	Date: