

	<b>MTI - HAYATABAD MEDICAL COMPLEX</b>	Doc. No.	HMC-HRD-F-02
	<b>RECORD FORMAT</b>	Version No.	00
	<b>JOB DESCRIPTION</b>	Date	02-05-2022

<b>JD No.</b>	01-AUD
<b>Job Title</b>	Audit Supervisor
<b>Department</b>	Internal Audit
<b>Reporting To</b>	Internal Auditor

<b>Job Overview</b>	Audit Supervisor oversees and manages audit engagements, ensuring they are conducted efficiently and effectively while complying with regulations and MTI-HMC policies.
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>Supervising the audit team in planning and carrying out audit field work of MTI-HMC in HMC and its Constituents.</li> <li>Supervising coaching junior members of the staff.</li> <li>Preparing an audit file in accordance with IPPF and auditing standards.</li> <li>Keeping Chief Internal Auditor up-to-date with progress of the audit.</li> <li>Assisting the Internal Auditor in execution of internal audit functions, preparation of annual audit plans.</li> <li>Shall continuously improve his/her proficiency, effectiveness and quality of his/her service.</li> <li>Any other task assigned by Internal Auditor.</li> </ul>
<b>Job Requirements / Hiring Criteria</b>	<p><b>Academic &amp; Professional Qualifications:</b></p> <p>a) CA Finalist/ ACCA/ ACMA.</p> <p><b>Related Experience:</b></p> <p>b) At least 03 years post qualification experience in Audit/Accounting (The training period required by professional experience for award of final degree/ certificate/ membership will be recognized as experience).</p> <p><b>Skills/Competencies:</b></p> <ul style="list-style-type: none"> <li>Good understanding of risk-based auditing and International Professional Practices (IPP) Framework.</li> </ul> <p><b>Working Conditions:</b></p> <ul style="list-style-type: none"> <li>All departments of Hospitals are included</li> </ul> <p><b>Physical Effort:</b></p> <ul style="list-style-type: none"> <li>Yes</li> </ul>
<b>Working Environment</b>	

	Name	Designation	Date	Signature
<b>Prepared by</b>				
<b>Reviewed by</b>				
<b>Approved by</b>				

#### Acknowledgment:

This document is internal and confidential. The format and version of this document is controlled, in case of any need for amendment please coordinate with Respective DQR / QA Department.	Page
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**JOB DESCRIPTION**

Date

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*I have read and understood my position description. I understand that these responsibilities maybe modified to meet arising needs in the department*

Employee:

Date:

MTI HMC