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

JD No.	01-AUD
Job Title	Audit Supervisor
Department	Internal Audit
Reporting To	Internal Auditor

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

	Name	Designation	Date	Signature
Prepared by				
Reviewed by				
Approved by				

Acknowledgment:

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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:
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