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

JD No.	02-AUD
Job Title	Audit Officer
Department	Internal Audit
Reporting To	Audit Supervisor

Job Overview	
Duties & Responsibilities	<ol style="list-style-type: none"> 1. Obtain understanding of international professional practices framework, applicable laws, policies and SOP's of MTI-HMC and its affiliates. 2. Be able to perform internal audit services in accordance with international standards for the professional practice of internal auditing on job assigned. 3. Assist internal auditor and audit supervisor in designing, implementing and maintaining internal audit procedures and risk assessment process. 4. Help internal auditor and audit supervisor in preparation of audit findings, drafting audit reports and developing recommendations. 5. Ensure compliance with all applicable plans, policies and standards. 6. Shall continually improve his/her proficiency and the effectiveness and quality of his/her service.
Job Requirements / Hiring Criteria	Academic & Professional Qualifications: a) CA Inter/ ACCA Final/ BS Accounting and Finance / M.Com or equivalent.
	Related Experience: a) 01-year post qualification experience in audit or accounts of a public sector organization preferably Hospital or accounting or auditing firm. b)
	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"> •
	Physical Effort: <ul style="list-style-type: none"> • Yes

	Name	Designation	Date	Signature
Prepared by				
Reviewed by				
Approved by				

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Acknowledgment:

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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