

	<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>	02-AUD
<b>Job Title</b>	Audit Officer
<b>Department</b>	Internal Audit
<b>Reporting To</b>	Audit Supervisor

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

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

**MTI - HAYATABAD MEDICAL COMPLEX**

Doc. No.

HMC-HRD-F-02

**RECORD FORMAT**

Version No.

00

**JOB DESCRIPTION**

Date

02-05-2022

**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:

MTI HMC