

**RENEW Microfinance Pvt. Ltd.**  
**Terms of Reference**  
**TOR of Assistant Internal Auditor**

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**Overall Job Description**

An Internal Auditor assists in the establishment, development and evaluation of a company's internal controls over financial reporting, compliance and business operations. An Internal Auditor job description should first and foremost highlight the key role of completing company-wide internal audits in accordance with annual audit objectives, and holding opening and closing meetings with management, including providing all audit reports.

**Specific Duties and Responsibilities:**

- In close consultation with the CEO, develops yearly, half-yearly, or quarterly audit plans and executes the audit exercises periodically.
- In consultation with the administration officer and the finance officer, the auditor develops and implements a mechanism or system to control both administrative and financial lapses in the operation of the organization.
- Conducts auditing of the head office and branch offices according to the audit manual and yearly plan.
- The auditor should audit every branch and every department in the HO once a year.
- If the organization requires auditing of accounts, under the direction of the CEO, IA will liaise with the RAA and conduct an audit.
- Submits all required reports regarding audit to the CEO and Dy. CEO for further submission to the Board if necessary.
- Reports to the CEO/Board of Directors directly.
- Will be the focal person for all issues regarding audit.
- The Compliance Officer will act as the Officiating Internal Auditor in the absence of the Internal Auditor and vice versa.

**Qualification & Experience Requirement:**

- Bachelor's Degree in B.com/BBA major in Accounting or Finance with a min. of 55% aggregate in Degree.
- Min. of 1 year of relevant working experience

**Skill Requirement:**

- Attention to detail.
- Good analytical skills.
- Good communication skills.
- Integrity.
- Good time management skills.
- Risk management skills.
- Flexible and ready to travel.
- Ability to work under pressure.

**Other requirements**

- Curriculum Vitae
- Copy of Bachelor's degree certificates and academic transcripts and academic transcripts of Class 10 & 12.
- Copy of Citizenship ID Card.
- Security Clearance Certificate (Approved online)
- Medical Fitness Certificate.
- Recommendation Letter from non-family related referees.

**Employment Type**

- Regular

**Salary & Other Benefits**

- Salary and benefits shall be fixed within the existing RENEW MFI pay scales & in line with the RENEW MFI Service Rules.