

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

Overall Job Description

The Assistant Internal Auditor supports the Internal Auditor in developing, executing, and evaluating the internal audit function of the organization. The role includes assisting in auditing financial and operational systems, ensuring compliance with relevant policies, and promoting the integrity and efficiency of internal controls. The Assistant Internal Auditor will also assist in preparing reports, conducting field audits, and maintaining effective communication with relevant departments. In the absence of the Internal Auditor, the Assistant Internal Auditor will oversee audit-related work to ensure the operational efficiency of RMF.

Specific Duties and Responsibilities

- Assist the Internal Auditor in developing and executing annual, half-yearly, or quarterly audit plans in consultation with the CEO.
- Support the design and implementation of mechanisms to control administrative and financial lapses in consultation with the Administration Officer, Operations Department, and Finance Officer.
- Assist in conducting audits of the Head Office and branch offices as per the audit manual and annual audit plan.
- Support the Internal Auditor to ensure each department and branch is audited at least once a year.
- Assist in coordinating with the Royal Audit Authority (RAA) for external audits when instructed by the Internal Auditor and under the direction of the CEO.
- Assist in compiling and preparing audit findings and reports for submission to the CEO and Deputy CEO.
- Maintain audit documentation and working papers following standard audit procedures.
- Collaborate with the Compliance Officer and act as Officiating Assistant Internal Auditor in their absence as necessary.
- Carry out any additional tasks assigned by the Internal Auditor or the CEO related to auditing or compliance.
- Maintain proper records and audit documentation aligned with internal standards and the Audit Manual.
- Participate in field visits and assist in branch audits, including cash verification, document checks, and observation of center meetings.
- Support special audits, asset verification, and audits related to new products or processes as required.
- Be willing to learn, adapt, and continuously develop professionally in line with the dynamic needs of the organization.

Qualification and Experience Requirements

- Bachelor's Degree in B. Com/BBA majoring in Accounting or Finance/BA. in Economics with a minimum aggregate of 55% in Bachelors.

Skill Requirements

- Attention to detail.
- Good analytical skills.
- Good communication skills.
- Integrity.
- Good time management skills.
- Risk management skills.
- Willingness to travel and work in field environments.
- Ability to work under pressure.
- Inquisitive and Growth-Oriented

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Other requirements

- Curriculum Vitae.
- Copy of bachelors degree certificates and academic transcripts and academic transcript of class X and XII.
- Cover Letter
- Copy of Citizenship ID Card.
- Security Clearance Certificate.
- Medical Fitness Certificate.

Employment Type

- Regular