

SENIOR EXECUTIVE, INTERNAL AUDIT

(INTERNAL AUDIT DEPARTMENT)

Job Responsibilities:

1. Attend Audit Committee meetings, as and when required.
2. Assist in the assessment of organisation's risk profile and propose a risk-based annual internal audit plan that effectively addresses the risk identified.
3. Lead or assist in the execution and conduct of approved internal audit assignments, including the establishment of objectives and scope, the assignment of appropriate and adequately supervised resources, the documentation of work programmes and testing results, and the communication of engagement results with applicable conclusions and recommendations to appropriate parties.
4. Conduct any initial rPerform timely follow-up audit to ensure that recommendations for improvement and Management responses are addressed.
5. Review on disclosure of improper conduct received via whistleblowing channel under the supervision of Head Internal Audit and/or Manager Internal Audit, and prepare the Screening & Assessment Report.
6. Conduct any investigation of misappropriation/misconduct/non-compliance under the supervision of Head Internal Audit and/or Manager Internal Audit.
7. Conduct reviews of all functional areas, including, but not limited to: Finance, Procurement, Human Resources, IT, Facilities & Projects, Port Operations, Safety, Legal & Compliance, Commercial, Engineering, etc.
8. Solve field work issues including auditee relationship management, analysis methodology, risk management issues, technical issues, etc.
9. Prepare internal audit reports and issue the reports to the relevant stakeholders upon review & approval by Head Internal Audit.
10. Prepare presentation materials for submission to the Audit Committee and/or Board of Directors.
11. Maintain a good interpersonal relationship with the Management, MMC Group and Group of Companies, and external auditors.
12. Comply with the requirements of the Institute of Internal Auditors ("IIA") International Standards for the Professional Practice of Internal Auditing ("Standards").
13. Ensure that audit assignments are conducted according to the IIA's Standards, that sufficient evidence is obtained, and that procedures are properly documented to support audit findings.
14. Draft and submit to the Head Internal Audit the relevant policy/procedures/manual for review/approval.
15. Carry out internal assessment according to Quality Assurance and Improvement Programme ("QAIP")'s guideline.

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Job Requirements:

- Possess a recognised postgraduate and/or undergraduate degree in Accounting / Finance / Engineering / Law / IT / Maritime Operations / Quantity Surveying / Logistics / Supply Chain Management / Occupational Safety & Health Management/Human Resource Management or any relevant discipline.
- 2-5 years of working experience in internal/external auditing or any other relevant field/industry.
- Possess the relevant traits and able to display the Code of Ethics expected of all auditors. by the IIA: Integrity, Objectivity, Confidentiality and Competency.
- Good computer skills with competency in MS Office software.
- Good command of English and report writing skills.
- Good presentation and negotiation skills.
- Experience in utilizing any auditing software & tool would be an added advantage.

Kindly send your latest Resume with copy of certificates to:

HUMAN RESOURCES DEPARTMENT (STAFFING UNIT)
PENANG PORT SDN BHD (HQ)
LEVEL 5, 5130 TERMINAL PENANG SENTRAL
JALAN BAGAN DALAM
12100 BUTTERWORTH
PULAU PINANG

or email us at recruitment@penangport.com.my by/before 24th March 2024.