

Audit Officer- Head Office- Karachi

MBA/CA/ACCA/CIMA/ACMA part qualified and or articles completed and possess significant banking experience of at least 5 years or audit firms experience in banking sector.

Main Duties & Responsibilities:

- Conducting Audits of department/division of Head Office.
- Preparation of Audit Reports independently & getting the drafts reviewed by Manager/Head of Audit along with their working papers.
- Preparation of Executive Summaries for the review of management at a glance.
- Assisting the Manager/Head of Audit in all matters relating the internal audits whenever required.
- Assisting the Manager/Head of Audit for the preparation of the annual internal audit plan and budget.
- Assisting the Manager/Head of Audit in any ongoing special assignments like fraud & forgeries investigations etc.

- Any other task assigned by the Line Manager/ Management is to be performed to the best of his/her capability.”