

PROPOSED SCHEME OF SERVICE

Organisation: Université des Mascareignes

Post: Internal Auditor

Salary:

Qualifications: A. Candidates should be a member of one of the following bodies –

- (a) The Institute of Chartered Accountants of England and Wales
- (b) The Institute of Chartered Accountants of Scotland
- (c) Institute of Chartered Accountants of Ireland
- (d) The Association of Chartered Certified Accountants
- (e) The Chartered Institute of Management Accountants
- (f) The Chartered Institute of Public Finance and Accountancy

OR

An equivalent professional accountancy qualification acceptable to the Board.

B. Candidates should also –

- (i) reckon at least three years' experience in auditing;
- (ii) possess good problem-solving and analytical skills;
- (iii) possess good interpersonal and communication skills; and
- (iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To develop an overall audit strategy for the Université des Mascareignes taking into account available resources, knowledge of the University and the work of external auditors.

Duties:

1. To be responsible to the Director-General for –
 - (a) the day-to-day management of the Internal Audit Section;
 - (b) reliability of finance/procurement and supply and other records;
 - (c) control and utilisation of assets;
 - (d) management of Information Systems; and
 - (e) prevention and detection of fraud.
2. To assess the adequacy and effectiveness of the whole system of internal control and record keeping within the University.
3. To report regularly to the Director-General, submit all reports to the Audit Committee and prepare all reports related to audit at the University.
4. To liaise with and assist the external auditors.
5. To make recommendations for improvements in procedures and practices and on any shortcomings noted and to follow-up until their implementation.



6. To review and update the audit approach and procedures, develop and maintain professional standards in line with the requirements of accepted accounting and auditing standards guidelines.
7. To be responsible for the implementation of Performance Management System in the Internal Audit Division.
8. To use ICT in the performance of his duties.
9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Internal Auditor in the roles ascribed to him.

