

## Job Description

Independently perform assigned engagements in order to evaluate the adequacy and effectiveness of systems of internal control, risk management, governance process and quality of performance of various departments, processes and functions of SriLankan Catering.

### Job Accountabilities:

- Plan each engagement with regard to time frames, distribution of work, and extent of checking etc. in consultation with the SriLankan Catering(SLC) Assurance & Advisory Services Manager. Ensure that work is carried out according to the plan and in an efficient, timely and cost effective manner in order to achieve effective results.
- Carry out process mapping, risk analysis and develop engagement programmes with a detailed work plan to provide a reasonable assurance that the engagement objectives have been achieved.
- Supervise staff through out the engagement to ensure that audit programme is completed and the audit objectives are achieved.
- Identify, analyse, evaluate, interpret and document sufficient information to achieve the engagement objectives.
- Ensure that information is sufficient, competent, relevant and useful and provides a sound basis for engagement findings.
- Compile and communicate the results of the engagement by way of a draft report in a manner which is objective, clear, concise, constructive and timely.
- Perform follow-up reviews to ascertain that appropriate action is taken on reported findings.
- Complete Working Paper files (both hard copy and soft copy files) according to Group Assurance & Advisory Services internal auditing Standards.
- Carry out any other special assignments and administrative work as required by the Group Assurance & Advisory Services management.

## Requirements

Passed finalist of Chartered Accountants of Sri Lanka or equivalent professional qualification with 2 years work experience.

**OR**

Bachelor's Degree in Finance /Commerce/Engineering/Mathematics/Science/Statistics/Information Technology/ Information Systems streams with 2 years work experience in audit and/or assurance services.

Work experience in an audit firm would be an advantage.

### Skill Requirements:

- Knowledge on Internal Auditing Standards and techniques in the performance of internal audits.
- Data analysis skills.
- Good verbal and written communication in English.
- Good interpersonal skills.

Age to be not more than 35 years as at the closing date 15th October 2024.

Be a Sri Lankan citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

## Job Information

Department Name  
**Corporate Offices**

Date Opened  
**05/10/2024**

Application Closing Date  
**15/08/2024**

Job Type  
**Full time**

Industry  
**Financial Services**

City  
**Katunayake**

Province  
**Western**

Country  
**Sri Lanka**

Postal Code  
**11450**