



SOLOMON & COMPANY (ST. HELENA) PLC

JOB DESCRIPTION

DIVISION:	Audit
POST:	Internal Auditor Senior Assistant
RESPONSIBLE TO:	Internal Auditor
JOB PURPOSE:	Responsible for the timely execution of risk-based internal audits in accordance with the annual audit plan, as well as assisting with other audit matters and projects.

JOB OUTLINE:

- Conduct risk assessment of assigned department or functional area in established/required timeline as per the Internal Audit Operating Plan.
- Assist with the establishment and implementation of risk-based audit programs.
- Determine scope of review in conjunction with the Internal Auditor.
- Conduct audit testing of specified area and identify reportable issues and dimensions of risk.
- Determine compliance with policies and procedures.
- Communicate findings to Internal Auditor/Managers and draft comprehensive and complete report of audit area.
- Ensure that audit issues are followed up and corrective actions are implemented.
- Assist with the coordinating/updating of the audit tracker and operating plan.
- Any other duties as required by the Internal Auditor.

JOB REQUIREMENTS:

- Knowledge of computerised accounting/audit record keeping systems.
- Knowledge of audit procedures including planning, techniques, test and sampling methods involved in conducting audits.
- Ability to gather, analyse and evaluate facts and prepare and present concise oral and written reports.
- Have excellent communication, problem solving and analytical skills.
- 2 years financial experience, through accounting/auditing is required
- Possess grades C or above in GCSE Maths & English.
- ACCA level 1 or similar qualification desirable.