

Job Description

Job title	Jr. Internal Auditor	Location	Pazundaung Office – Head Quarter
Status	Permanent	Working hours	8:30-17:30 Mon-Fri
Department	Internal Audit & Risk	Contact	waiyan@the-asgroup.com.mm
Salary	Negotiation	Report to	Internal Audit Manager

Summary

We are looking for a Jr. Internal Auditor for Pazundaung HQ, who is keen interesting in Audit field and can support to organization.

Roles and Responsibilities

- Assist and support regular audit (All Branches)
- Rotate and auditee all branches basic on quarterly
- Check mainly the cash book with vouchers
- Make sure the physical cash denomination with the balance of the cash book by the surprise checking.
- Check the monthly and yearly financial report with the system
- Check the fixed assets process from all branches
- Check the FRD report
- Check customer information, loan application, loan disbursement and loan monitoring.
- Check and meet with the clients / customers at the field.
- Make sure our branches/ all organization compliance with the internal policy, producers and government rules & regulations
- Follow up regarding the CDD / EDD as per procedure of compliance department regarding the AML / CFT.
- Prepare the audit report including Audit Recommendation and submit to Internal Audit Manager
- Liaise with FRD audit and External Audit, if require
- Fully assist to Internal Audit Manager

Job Qualifications and Requirements

- Any Graduate with LCCI (2 or 3) (or) Other Diploma relating in Accounting
- Minimum (3) years Accountant experiences in the MFI field
(or) 3-years experiences by Loan Officer Experiences (or) Jr. Auditor from any field
- Computer skill (have to expert both word and excel)
- English Skill (fluency in reading, writing, and intermediate in the speaking)
- Able to use Microfinance system, and work also at the under pressure.

Additional information

- Good time management & attendance
- Being honest and responsible in personality

- Developing positive working relationships
- Able to work at both of internal and external.
- Able to travel to the relevant assigned branches in order to perform your duties.
- To perform other assigned duties too if needed.