



Terms of Reference for Internal Auditor, Corporate Office, Samtse

Overall Job Description

Shall oversee the overall functioning of the Internal Audit Unit of the company. He/she shall examine and evaluate the adequacy, effectiveness and efficiency of the Company's internal control systems and procedures and recommend corrective actions to improve operations, enhance internal controls and reduce costs where possible. Internal Auditor shall report directly to the Board.

Roles and Responsibilities

- a. Draft the Internal Audit Charter of the Company in line with the rules, policies and the relevant laws of the country.
- b. Develop risk-based annual audit plans detailing the scope, nature and timing of audit activities.
- c. Conduct internal audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures.
- d. Identify key areas of risk within the Company and propose appropriate controls to mitigate the risks.
- e. Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management.
- f. Discuss audit findings and recommendations with Internal Auditor and report significant issues to senior management through him/her.
- g. Monitor the timely implementation of the management actions recommended in the audit reports.
- h. Provide senior management and the Board of Directors with an opinion on the adequacy, effectiveness and efficiency of the internal controls in the Company.
- i. Contribute to the safeguarding of corporate assets and the interests of employees by ensuring that appropriate internal controls are in place and operating effectively.
- j. Develop and maintain effective and professional working relationships with all levels of staff within the Company, including Senior Management and Audit Committee of the Board
- k. Conduct investigations of suspected internal fraud.
- l. Serve as contact for corporate and external auditors regarding auditing, fraud matters, and projects.

Management

- a. Monitoring and controlling resources and overseeing the spending of money.
- b. Developing specific goals and plans to prioritize, organize, and accomplish your work.
- c. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- d. Developing constructive and cooperative working relationships with others, and maintaining them over time.
- e. Encouraging and building mutual trust, respect, and cooperation among team members.
- f. Always cooperate and work as a team with shared goals and objectives.



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State Mining Corporation Limited



Qualifications and experience

- B.Com/BBA/BA(Economics) with 8 years of experience in internal Audit/Accounts in corporate setting or in the public agencies.
- Sound knowledge and skills in IT, accounting software and databases will be given preference.

Person Specifications & Attributes

He/she must have:

- Good analytical and numeracy skills;
- Good communication/presentation skills and,
- High Integrity/ethics and the ability to meet the deadlines.
- Good logical approach in identification and evaluation of issues and problem solving.

Employment Type

Regular

Salary and other benefits

- Grade - M2
- Basic Salary - 34,085.00
- Corporate Allowance – 20% of Basic Pay
- PBVP - 15% of Basic pay to be paid at the end of the year based on performance.
- Other entitlement/allowance shall be as per SMCL HR Manual.

Documents required

- SMCL application form (Download from www.smcl.bt)
- Curriculum Vitae (CV) clearly indicating requirements referred to above.
- Two reference letters and the two non-related referees' contact details
- Documents required:
 - Copies of Academic Transcripts and certificates.
 - Should have approved valid Security Clearance Certificate online.
 - Medical Certificate (Minimum six months validity)
 - Copy of Citizenship Identity Card.
 - Separation Order/last Promotion Order.
 - Audit Clearance if employed
 - No Objection Certificate (to be submitted within 7 days after declaration of the result).

Application dateline



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The application deadline is on or before 10th March 2021 before 5.00pm. It must be submitted to the HRAD, Corporate Office, Samtse in hard copy as per the sequence given under “Documents Required” during office hours.

Declaration of Confirmation:

I, _____, hereby acknowledge receipt of the Internal Auditor’s job description for Corporate Office, State Mining Corporation Limited, Samtse. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

(Name and signature)

CID. No.

Place:

Date:

Note: The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.