

## **Internal Audit Manager**

**(Head Office, Kuching)**

### **Requirements:**

- Recognised Degree in Accounting or Professional Accounts Qualification.
- At least 5 years experience in auditing and risk assessment.
- Good interpersonal and communication skills (oral and written).
- Able to work independently with minimum supervision.
- Experience in the construction industry will be considered.
- Knowledge and exposure to Integrated Management System (IMS for Quality, Environment, Safety & Health Management Systems) an advantage.

### **Responsibilities:**

- Responsible for audit planning and monitoring of audit work.
- Develop and review internal audit framework and policies.
- Perform operational and management audit assignments
- Monitor operational compliance with internal audit policies, statutory and regulatory laws.
- Ensure that operations comply with good corporate governance and practices.
- Prepare audit findings, make recommendations to the auditees and review Management's response.
- Prepare internal audit reports to the Management and Audit Committee.

## **Internal Audit executive**

**(Head Office, Kuching)**

### **Requirements:**

- Recognised Degree in the field of Accounting
- Preferably with 2 years related work experience
- Knowledge of internal auditing and risk assessment.
- Good interpersonal and communication skills (oral and written).
- Experience in the construction industry will be considered
- Knowledge and exposure to Integrated Management System (IMS for Quality, Environment, Safety & Health Management Systems) an advantage.

### **Responsibilities:**

- Responsible for planning and performing all audit assignments as approved by the Internal Audit Manager.
- Perform all audit field works in a competent and professional manner.
- Prepare and compile audit work papers as documentary evidence of audit works.
- Discuss with auditees on audit findings and recommendation.
- Prepare draft audit report for Internal Audit Manager's review.
- Perform all other duties as assigned by Internal Audit Manager or Audit Committee

Interested and qualified candidates are encouraged to submit their applications with a comprehensive resume, stating present and expected salary, contact telephone number and a recent photograph (non-returnable) not later than **30 June 2020** to:

**7th Floor, Menara Zecon, No.92, Lot 393, Section 5,**

**KTLD, Jalan Satok, 93400 Kuching, Sarawak**

**Fax No: 082-275500**

**Email: [headoffice@myzecon.com](mailto:headoffice@myzecon.com)**

Only shortlisted candidates will be notified.