

Internal Audit Manager/ Deputy Manager

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

In view of the above definition of internal auditing, CZM is seeking to appoint two competent professional in the position of Internal Auditor in the rank of Manager or Deputy Manager in its a HQ in Dhaka. The incumbent will be responsible for internal auditing of all accounts and monetary transactions carried out or held by CZM HQ and all its field projects. Currently CZM has implementation projects in districts of Bangladesh. The incumbent will be required to ensure the following broad aspects in all these projects in addition to the HQ:

- a. Objectively review CZM's and its projects' business processes
- b. Evaluate the efficacy of risk management procedures that are currently in place
- c. Perform financial, operational and compliance audits of CZM and its affiliate projects
- d. Protect against fraud and theft of CZM's assets
- e. Ensure that CZM and its field offices are complying with relevant policies, decisions, laws and statutes
- f. Make recommendations on how to improve internal controls and governance processes

The incumbent of this position will have dual reporting responsibilities. For auditing purpose the Internal Auditor will report to CZM's Audit Committee, which is composed of members outside the CZM. For administrative control, the position will report to the CEO.

The Manager of Internal Audit will maintain all organizational and professional ethical standards and work independently under minimal supervision while providing on-going guidance to other internal audit staff members if any.

Responsibilities

- a. Actively participate in risk assessment activities and assist with the development of the dynamic audit plan that maps specific projects to the risks identified
- b. Responsible for the coordination and execution of multiple audits; actively manage the audit process to ensure timely execution of risk-based operational, financial and compliance audits in accordance with acceptable standards.
- c. Coordinate the execution of outsourced audits and communications with 3rd parties as and when needed
- d. Supervise and mentor junior staff and review work papers to ensure they meet internal standards
- e. Assist with the preparation and presentation of communications (through letters, emails, and PowerPoint presentation) to the Audit Committee or the Board of Directors.
- f. Recommend changes to strengthen the internal control structure and operating efficiency within CZM.
- g. Prepare detailed reports of findings and recommendations for improvement and report audit results to Audit Committee
- h. Maintain up to date knowledge of changes and developments in the industry, regulatory environment, and audit profession

- i. Represents internal audit on organizational project teams, at management meetings, and with external organizations

Requirements

- a. Master's degree in Accounting or Finance along with CA (Course Completed).
- b. Strong analytical, written/verbal communication, interpersonal, and relationship building skills.
- c. Systems knowledge and familiarity
- d. Ability to adapt to change quickly and multi-task.
- e. Working Conditions: Normal office environment; approximately 50% travel.
- f. Minimum 5 years working experience in audit department at any large reputed organization preferably NGO/ Group of companies.

Salary: Minimum gross salary BDT 34,500.00 and 23,000.00 for Manager and Deputy Manager respectively. Deserving candidate may negotiate.

Probation: There will be a 6-month probation period before the employment is contract is turned as permanent.

Other benefits:

Employees are entitled to two yearly festival allowances at 100% of the basic salary. Actual telephone bills are covered up, and there is a group insurance for which the CZM pays the premium. CZM has a performance based annual increment of the salaries. Leave entitlement includes 20 days' earned leave, 10 days' casual leave and 14 days' sick leave.

Recruitment Process:

- a. The potential incumbent is required to submit a CV along with a covering letter explaining how s/he fits into the role specification. The applicant should address the CEO and the application should be sent to the following address:

HR Department
Centre for Zakat Management (CZM)
205/1A Hashim Tower (6th Floor)
Gulshan-Tejgaon Link Road
Dhaka 1208

- b. Application pack can also be sent via email, to: shafiqul.islam@czm-bd.org.
- c. The cut-off time for accepting the application is 1700 hours, Monday 21 July 2017.
- d. A telephone interview may be conducted with selected applicants between 11 am and 12:30 pm on 23, 24, and 25 July 2017.
- e. Those who will qualify in the telephone interview will appear for a written test and/or final interviews.