

## **TERMS OF REFERENCE**

**Position:** Internal Auditor

### **1. Job description**

The Internal Auditor will be responsible for all a high quality, independent audit service to the Management and Board which provides annual assurances in relation to internal controls and overall governance arrangements.

### **2. Specific Responsibilities**

- i. To ensure that the Organization comply with various laws, rules and regulations issued by relevant regulatory bodies.
- ii. To keep the Board, the Board Audit Committee (BAC) and management aware of emerging trends regarding internal controls, risk management and internal auditing
- iii. To ensure the economy, efficiency and effectiveness of the operations of the BDFL
- iv. To develop an annual internal audit plan and obtain inputs and approval from the management and the BAC
- v. To plan and perform internal audits and reviews as noted on the internal audit plan
- vi. To report those internal audit findings to the BAC (those which are not resolved within the management) with a copy of the same to the management and the auditee under review.
- vii. To compile action taken report (ATR) on internal audit findings and present to the BAC for further recommendations.
- viii. To provide the BAC's recommendations to the concerned Section/Branches for improvement of internal control processes and for good governance.
- ix. To provide adequate follow-up to ensure corrective actions are being taken as per the BAC's recommendations.
- x. To notify appropriate authority of any significant fraud that may be recognized or detected during the course of internal auditing
- xi. To carry out monthly physical verification of sales, inventory of duty free shops and gold outlets and bonded warehouse.
- xii. Any other tasks as assigned by the management and board.

### **3. Education & Experience Criteria**

He/ She must/should have:

- a) At least Bachelor's degree in Commerce with a minimum aggregate of 60% and not less than 55% at class XII and X level.
- b) Preference will be given with experience in relevant fields while shortlisting.

### **4. Person Specifications & Attributes**

Additionally, he/she must have

- a) High integrity

- b) Willingness to work a flexible schedule.
- c) Capable of multitasking and work as a team.

**5. Other requirements**

- a) BDFL application form indicating clearly the post applied for
- b) Curriculum Vitae (CV) clearly indicating requirements referred to above
- c) Two (2) referrals/recommendation letters from non-family related referees
- d) Copies of;
  - i. Certificates-Class X, XII & Degree
  - ii. Academic transcripts- Class X, XII & Degree
  - iii. Valid Security Clearance Certificate (online)
  - iv. Valid Medical Fitness Certificate
  - v. Citizenship Identity Card (CID), and
  - vi. No Objection Certificate from parent organization, if employed
  - vii. Any other documents

**6. Employment type:** Regular

**7. Salary & Other benefits**

- a) BDFL Grade: 9
- b) Pay scale: 18,955 – 475 – 28,445
- c) Monthly Lumpsum Pay (MLP): Nu. 11,400
- d) House Rent Allowance (HRA): 20% of the basic pay
- e) PBVI
- f) Other benefits and allowances as per BDFL Service Rule