

MAJOR RESPONSIBILITIES

KEY RESULT AREA		DUTIES AND RESPONSIBILITIES
1. Work Plan	1.1	Assist in the preparation of annual workplan by gathering needed information and materials as required by the co IAs
2. Audit Report	2.1	Assist in the sorting of documents gathered from different NHQ Offices to facilitate collation of information prior to conduct of audit fieldwork
	2.2	Checks and validates financial records of the Organization- Official Receipts, Disbursements, Blood Request Forms – for accuracy and compliance to policies and procedures
	2.3	Assist in the inspection of assets to assess whether these are complete, properly safeguarded, and internal controls are adequate to deter possible damage or loss
	2.4	Conduct cash count – revolving fund and collections on hand and unspent cash advances
	2.5	Submits to the Team Leader the working papers of the assigned tasks during audit
	2.6	Assist in the preparation of the draft audit report by gathering the necessary supporting documents to be used as annexes
	2.7	Serve as resource person during the pre-conference and exit conference with the auditee by providing details of transactions checked or examined that is the subject of clarifications
3. Monitoring of Recommendations	3.1	Assist in the follow up of management actions to determine status of implementation of audit recommendations.
	3.2	Reports results of follow up activities to the Senior IAs through oral and written reporting
4. Knowledge Management	4.1	Attends internal / external seminars / workshops to update oneself of current standards and practices and, thereafter, re-echo to co IAs for a knowledge and a common language on emerging and critical audit issues.
5. Ad-hoc Activities	5.1	Perform task that may be delegated by the IAM or Senior IAs from time-to-time in completing related work on priority areas