

POSITION DESCRIPTION

Title: Audit Manager/Sr. Audit Manager **Date:** May 2011

Department: Audit Services Asia

Reports To: Director, Audit Services Asia
(Position Title)

Accountability Statement:

The Manager/Sr. Manager – Audit Services Asia is accountable for planning, directing and completing projects of all types (key risk audits, key risk reviews, systems development audits, investigations and other special projects) and the delivery of high quality, professional, cost-effective, value-added and risk-based audit services within Asia. While remaining totally independent, the Audit Services function provides added value by working with management at all levels to improve the management of various forms of risk. The function provides a service to senior management and the board of directors by providing reports which assist them in discharging their responsibilities for overseeing the management of risk in the company.

Responsibilities:

1. Plan and execute audit projects (including Sarbanes-Oxley Project (aka SOX)) in accordance with Corporate methodology and departmental standards to ensure quality of works completed.
 2. Manage projects within time budgets and target dates, reporting any timing problems or budget over-runs to Director.
 3. Understand and agree with management the risks being managed by business unit, develop risk management objectives and audit programs to evaluate these risks.
 4. Prepare audit reports, including executive summary and rating of adequacy of risk management, making practical and value-added recommendations to improve risk management practices and the efficiency and effectiveness of operations; audits reports are to be clear, concise and well-organized, and issued within departmental service standards.
 5. Develop management self-assessment questionnaires at the completion of each audit.
 6. Present findings and recommendations to business unit management; reach agreement on appropriate solutions to risk management and operational efficiency issues.
 7. Utilize technology to improve effectiveness and efficiency of audit process.
 8. Assist business unit management by providing risk management consulting support and risk management education and training.
 9. Assist with review and decision making process regarding closure of outstanding audit follow up items.
-

Knowledge/Skills/Competencies:

- good knowledge of audit methodologies, control frameworks and risk management techniques
 - good working knowledge of life insurance operations and company policies
 - excellent communication skills, oral and written
 - proven leadership skills
 - proven relationship skills including a demonstrated ability to deal effectively with staff at all levels to Assistant Vice President
 - results oriented; balances multiple priorities and projects
 - sound business judgment in assessing significance of issues and developing value added recommendations
 - commitment to quality
 - Recognized accounting (CA, CMA, CGA, CPA) or auditing (CIA, CISA) professional designation
 - 4 to 5 years relevant experience
-
-

Problems/Challenges:

- to effectively communicate with business unit management (to AVP) and staff to present audit findings and recommendations clearly and concisely, reach agreement on appropriate solutions to risk management and operational efficiency issues
 - prioritization and time management in a multi-tasking environment
 - need to work overtime to meet internal or external deadlines
 - to analyze operations over a wide diversity of company operations, identify significant risk management issues, and develop practical and value-added recommendations for management implementation exercising sound business judgment
 - establishing a high level of credibility and maintaining sound business relationships with business unit and department management and staff
-
-

Interested parties, please call 3907 3980 (Monica Lee) or email your CV to monicalee@morganmckinley.com.hk