



Skills For Success

Associate Internal Audit	Grade: 3
Job Reports to: Specialist Internal Audit	Location: Lahore
Cadre: Associate	Direct Reports: N/A
Travel: N/A	Indirect Reporting: Head of Audit Risk & Compliance

**Last date to apply: 8<sup>th</sup> February 2021**

### Getting to know PSDF



**i Our purpose**-You will be part of the largest skills development fund in Pakistan. PSDF's purpose is to shape the future and well-being of our poor and vulnerable youth by giving them access to skills training of the highest standard so they can find sustainable employment and income-generating opportunities in Pakistan and beyond.

**The impact we have created**-PSDF started its operations in the 4 poorest districts of Punjab. Since 2016, the geographical remit has expanded to the entire 36 districts of Punjab. PSDF has trained almost 300,000 underprivileged youth across Punjab, which includes 180,000+ male and 110,000+ female graduates. These graduates have been trained in approximately 250 demand-driven and market relevant trades across 10 sectors.

**Diversified and challenging team**-At PSDF, our team constantly works in a fast paced and challenging environment and needs someone who can match and deliver at our pace. We are looking for a passionate and innately talented individual who can actively pursue and drive the agenda of PSDF and is always ready to take up new challenges.

### How the Role looks like



**i** Assist in performing Internal Audit (IA) function by identifying risks associated with business objectives and evaluating the controls in place to mitigate those risks in order to improve the effectiveness of risk management, control, and governance processes.

**The main opportunities and challenges for this role are to**

- Work with consultant firm to perform audit assignments in accordance with the IIA standards
- Maintain working papers with corroborating evidence.



## Skills For Success

- Follow-up on implementation of audit recommendations with concerned personal of respective departments.
- Assist in implementation of Public Sector Companies (Corporate Governance) Rules, 2013
- Any other task assigned by the line manager.



## What do we expect you to achieve?



### **The main accountabilities for this role include**

- Effective and efficient follow-ups for implementation of outstanding internal audit recommendations.
- Timely completion of internal audit.
- Compliance with Corporate Governance rules

## Are you the right fit for this job?



### **To apply, you must have**

- Bachelor's degree preferably in finance from a recognized institute.
- ACCA affiliate
- Minimum 2 years of relevant experience.

### **The required experience for this role requires you to have**

- Knowledge of accounting and auditing standards and internal audit practices.
- Good writing & communication skills
- Fluent in Microsoft Word, Excel, and PowerPoint

### **To collaborate and perform effectively, the role requires you to**

- Build strong relationships with External Teams i.e. Consultant Firms etc.
- Build strong relationships with Internal Teams: All PSDF departments.
- Well-developed organizational skills with the ability to prioritize multiple assignments
- Displays awareness of the need for confidentiality in sensitive matters

### **Preferred mindset and capabilities we are looking for:**

- Results driven and persistent to get the desired results and takes ownership of actions.
- Innovative and has an aptitude to welcome and try new ways of doing things and push for their execution.
- Willing to strive for excellence and can anticipate challenges for continuous improvement.
- A team player with an aptitude to work with the mantra of one team by proactively supporting others to solve challenges.



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- Demonstrates respect for all and can put things in perspective and gauge all actions through merit and performance.

What are we offering?



**i** PSDF has a lot more to offer than a market competitive salary and perks. As a PSDF employee you will get:

- Professional development with the largest skills development fund in Pakistan.
- Opportunities to cultivate professional relationships and learn from the most talented people in the industry.
- A transparent, clean and liberating organizational culture.
- Meaningful and fulfilling work.

Interested?



**i** Click on the link below to APPLY for this role.

<https://forms.gle/fcpS1ALdexNCD6PYA>