



Skills For Success

Manager – Audit, Risk & Compliance	Grade: 5
Job Reports to: Head of Audit Risk & Compliance	Location: Lahore
Cadre: Manager	Direct Reports: N/A
Travel: As required	Indirect Reporting: N/A

Last date to apply: 8th 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 You will report to Head of Audit Risk & Compliance and will work closely with all functions in the organization.

The main opportunities and challenges for this role are to

- Support HOD in preparation and execution for Board Audit & Finance Committee (BAFC) meetings, drafting and finalizing minutes of BAFC meetings in consultation with HOD



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- Conduct special assignments including whistleblow complaints and finalize reports in consultation with HOD for the for the consumption of BAFC and FCDO.
- Draft responses to queries raised by stakeholders on special assignments
- Ensure effective implementation of whistle blow, fraud, anti-corruption & bribery policy.
- Collaborate with relevant stakeholders to provide compliance related advisory for P&D department
- Ensure organizational compliance with Risk & Fraud Management Frameworks and Company's Policies.
- Reporting risks in an appropriate way for different stakeholders, for example, Head of ARC, Management, Board Audit Committee to ensure they are aware of risks relevant to the departments and the organization.
- Keep abreast of current developments and emerging issues and risks and implement them in the department.
- Develop professional capability of staff through on job training and staff training programs. Provide the team members with timely coaching and guidance for career development.
- Any other task assigned by line manager.

What do we expect you to achieve?



i The main accountabilities for this role include

- Timely preparation and execution of BAFC meetings
- Timely drafting of minutes of meeting
- Timely, efficient and effective completion of special assignments
- Timely and effective coordination with P&D department
- Timely resolution of issues raised by P&D department
- 100% compliance with the divisional commitment plan
- Compliance with relevant laws

Are you the right fit for this job?



i To apply, you must have

- Qualified from recognized professional body of Accountants/Audit. CIA/ACCA/CPA/CA/ACMA preferred.
- At least 8 years of relevant experience in audit, preferably internal audit, risk management and compliance.

The required experience for this role requires you to have

- At least 2 years in Risk management.
- Thorough knowledge of accounting standards and practices
- Detailed knowledge of auditing standards and internal audit practices
- Detailed knowledge of Fraud Risk Management Framework



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- Sound knowledge of risk assessment and management
- Knowledge of PPRA rules

To collaborate and perform effectively, the role requires you to

- A Thorough knowledge of business strategies
- Excellent grasp on audit & risk assessments techniques.
- Excellent communication & presentation skills
- Computer skills (BI tools etc.)
- Excellent analytical skills
- Proactive & self-driven
- Tact, discretion, and self-assurance

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

What are we offering?



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?



Click on the link below to APPLY for this role.

<https://forms.gle/fcpS1ALdexNCD6PYA>