

Job Description:

Position: Internal Auditor

Location: Piatra Neamt, Romania

Reporting to: Group Internal Audit Manager

Job Summary:

- The Internal Auditor is responsible for carrying out the audit assignments objectively and with due professional care; perform the day to day work given to him by the Audit Manager and produce the final work for review. As an Internal Auditor, you will be working within a dynamic environment and will be responsible for conducting financial and operational audit engagements.

Job Tasks:

- Assist in performing the risk assessment of the audit job.
- Create audit programs for assigned audit and conduct the fieldwork accordingly; making sure the program answers the audit objectives.
- Make sure the audit programs fully cover the audit objectives and that the working papers are neat, clear, and support the findings.
- Ensure that all audit work is complete and sufficient to satisfy the audit objectives.
- Bring to the attention of the Audit Manager any discrepancy discovered relevant to the audit process.
- Perform the audit work diligently, efficiently, and cost effectively.
- Maintain a healthy skepticism attitude while performing the work.
- Maintain a cordial working relationship with departments' management and staff, promote a positive view of the role of Internal Audit in the organization, and uphold the professional and objective role and image of the practice.
- Perform the audit jobs according to the international professional practice framework (IPPF) and the code of ethics of the Institute of Internal Auditors (IIA).

Education & Working Experience:

- Business graduate preferably in finance or accounting.
- 4-5 years in the Internal Audit Field.
- Professional qualification is a definite plus.
- Technical knowledge of financial audit cycles, risk assessment, and internal controls.
- Exposure to engineering, industrial, or manufacturing sectors.
- Fluency in Romanian and English, any additional language is a plus.

Characteristics and Skills:

- Familiar with MS Office
- Highly trustworthy to keep sensitive information secure.
- Detailed oriented and inquisitive mind
- Organized and resilient person
- Excellent communication skills.

- Very good analytical skills.
- Able to work as part of a team as well as independently.
- Flexible and able to conduct internal audit assignments alone and for extended periods of time.
- Traveling requirements: occasional.