



Position Title	Internal Audit Office Coordinator
Main Location	Malta Enterprise, Pieta'
Team	Internal Audit
Reporting Relationship	The postholder will report to the Team Leader and/or his delegate.
Salary Scale	C2

The Corporation is looking for a dynamic Internal Auditor to assist/perform financial, operational, system and process audits of the organisation’s functions and outsourced operations and report on the adequacy, or otherwise, of the internal controls as a contribution to the proper economic, efficient and effective use of resources.

The Coordinator will be assisting the Internal Auditor in charge of the team to:

- Develop and manage a flexible annual audit plan using appropriate a risk-based methodology, including any risks or control concerns identified by Senior Management, and submit that plan to the Audit Committee for review and approval.
- Implement the annual audit plan, as approved, including, as appropriate, any special tasks or projects requested by Senior Management and the Audit Committee.
- Report periodically on the status and results of the audit plan, the adequacy of resources allotted to the function and that such functions operate within an adequate control framework.
- Determine whether the risk management, control, and governance processes within Malta Enterprise and its related entities, as designed and represented by management, are adequate and functioning.
- Assess the adequacy and effectiveness of internal control and risk management processes.
- Evaluate and assess significant new services, processes, operations, and controls.



- Conduct risk assessments to serve as the basis of the Internal Audit Annual Plan.
- Plan, organise and direct the provision of risk-based audit services within Malta Enterprise, aimed at improving technical, systems, projects, and administrative processes and the overall delivery of services, programmes, and projects.
- Assist and guide audit outsourced support, as necessary.
- Determine compliance with established policies and procedures and the adequacy and relevance of these policies and procedures in light of current operations and requirements.
- Produce oral or written presentations during and at the conclusion of the assignment, discussing deficiencies, recommending corrective action, and suggesting improvements.
- Undertake follow-up action to ensure implementation of audit recommendations whilst undertaking reviews to assess the adequacy of newly introduced procedures and protocols.
- Provide solutions to improve operations, and in making recommendations for the introduction of such improvements.
- Review Malta Enterprise policies and procedures to ensure they provide for adequate internal control.
- Promote a risk management culture within Malta Enterprise.
- Co-ordinate risk reviews with the external auditors to ensure that there is adequate coverage and minimal overlap of work performed.
- Contribute to the assessment of the design, development and implementation of all significant systems, projects, investment, procedures, and processes required by Malta Enterprise.
- Contribute to the assessment of the extent of adherence to legislative and company direction.
- Carry out other reviews, investigations and other tasks as may be directed from time to time.
- Consult with the Chairman and / or the Audit Committee, especially in resolving obstacles or when dealing with issues and problems which are of a sensitive nature and / or of a strategic importance.

## Values

### **Integrity**

Be truthful, honest and accountable. Carry out tasks in a professional, ethical, transparent, and responsible manner

- The greater good over the personal good
- Confidentiality is key at all times
- Ensure the positive reputation of our entities is maintained throughout

### **Creativity**

Develop an open and creative mindset that lead to innovate working practices.

- Find ways to improve our incentives, systems, processes and communication with stakeholders
- Reduce unnecessary bureaucracy
- Automate internal procedures
- Attend training as required



### Customer-Centricity

Adopting a client centric mindset whilst being committed to our entities' success. Put clients at the centre of our operation.

- Effective communication is critical to achieve an outstanding quality service in line with industry benchmarks
- Be professional to manage stakeholders' expectations
- All our stakeholders are our clients including but not limited to our colleagues, the government, social and business partners and society

### Work Aptitudes

- Logical & Mathematical
- Orderly & Efficient
- Investigative & Analytical

### Behavioural Dimensions

The role requires the post holder to:

- Work alone, with a minimum of supervision, to handle large quantities of data for prolonged periods and follow strict policies and procedures to the letter. Success depends on being conscientious, precise and methodical in delivering consistent, highly quality work on time and without error.
- Make sound judgement unaffected by emotion by using shrewd judgement and the ability to interpret complex information and difficult concepts. Success depends on being astute, analytical, logical, vigilant and questioning, and on a willingness to consider a range of options carefully before reaching a decision

### Minimum Requirements

- Verbal and written proficiency (Level C) in English; **and**
- Masters (MQF L7) in Accounting, Finance, Business Administration or any other professional qualification relating to auditing and/or banking; **or**
- Bachelors (MQF L6) in a relevant area and 1 year relevant working experience as an accountant or internal auditor; **or**
- 6 years' relevant working experience as an accountant or internal auditor.