PUNJAB PENSION FUND

Job Title:	**Internal Audit Officer**
Responsible to:	**Assistant Manager Internal Audit (Head of Internal Audit until that post is filled)**
Job Specification:	**BBA (Hons) / BS Accounting & Finance / B.Com (Hons) / M.Com / MBA-Finance (16 years of education, HEC-recognised), or CAF / ICMAP (Professional Level) / ACCA (Applied Skills) passed, with minimum 3 years of internal or external audit experience, preferably in the financial services sector (articleship / training with a QCR-rated audit firm counts). Advanced MS Excel and data analytics tools (Power BI, IDEA or ACL) preferred**
Supervision:	**None**
Job Purpose:	**To perform audit procedures, gather and document evidence, and help prepare audit observations, so that engagements in the annual audit plan are completed on time and to standard**

Job Description:

Fieldwork

- Perform walkthroughs, vouching, recalculation, reconciliations and sample testing as set out in the audit programme.
- Test investment transactions against deal tickets, bank / custodian / CDC / SBP statements and approvals.
- Test payroll, expense claims (including TA/DA and fuel), procurement files, fixed assets and bank reconciliations.

Data and Analytics

- Extract and analyse data from the Fund's systems and spreadsheets to support full-population testing.
- Benchmark transaction rates against market references such as KIBOR and SBP auction cut-off yields.

Documentation

- Prepare working papers that are complete, referenced and cross-referenced to evidence.
- Draft observations for review by the Assistant Manager.

Follow-up

- Collect and test evidence for implementation of agreed management actions and update the issue tracker.

Other Duties

- Assist in advisory reviews, special assignments and coordination with external auditors as directed.
- Performs any other work assigned by the Head of Internal Audit, consistent with the Internal Audit Charter.

Interim Cover until the Assistant Manager is Appointed

- Until the Assistant Manager Internal Audit is appointed, reports directly to the Head of Internal Audit and, as directed, takes on engagement work of an advanced nature under her review.
- Draft engagement plans, risk and control matrices and audit programmes for assigned areas.
- Carry out fieldwork independently on assigned areas, including investment and treasury operations, settlements, custody, valuation and IT general controls.
- Draft observations and sections of engagement reports for review by the Head of Internal Audit.
- Maintain the issue tracker and coordinate follow-up of agreed management actions.

Independence and Confidentiality

- Shall not perform any operational activity of the Fund, shall disclose any conflict of interest, and shall keep audit information confidential.

Skills and Competencies

- Basic understanding of accounting standards, internal controls and government securities.
- Attention to detail and accurate documentation.
- Good written and spoken English and Urdu.
- Willingness to learn and to work to deadlines.

Performance Indicators

- Fieldwork completed within the time allotted in the engagement plan.
- Working papers accepted on review with minimal rework.
- Follow-up testing completed by the due dates in the issue tracker.
- Willingness to learn and take on areas and processes of an advanced nature (for example, investment, treasury, settlements and IT controls), shown by the advanced areas audited during the year with acceptable quality.
- Completion of the agreed annual learning plan and training.