

## **TERMS OF REFERENCE- Internal Auditor**

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**Position:** Internal Auditor

**Grade:** 09

**Employment Type:** Regular

**Duty Station:** Head Office, Phuentsholing

### **1. Job Description**

The internal auditor is responsible for ensuring that the organization's internal controls and risk management processes are effective and adequate, and for providing independent and objective assurance to Senior Management and the Board of Directors.

### **2. Specific Responsibilities**

- a. Conduct internal audits of the organization's financial, operational, and compliance processes to ensure that internal controls are effective and risks are mitigated.
- b. Develop and implement an annual audit plan based on a risk assessment of the organization's activities.
- c. Evaluate the adequacy and effectiveness of the organization's internal controls, including financial reporting controls, operational controls, and information technology controls.
- d. Conduct audits of specific business units, departments, or processes as required.
- e. Review and evaluate the organization's compliance with applicable laws, regulations, and policies.
- f. Develop and maintain a thorough understanding of the organization's business operations and objectives.
- g. Analyze data and information to identify trends, patterns, and areas of risk.
- h. Prepare audit reports that communicate findings, recommendations, and management responses to the board of directors or audit committee.
- i. Provide advice and guidance to management on internal control and risk management best practices.
- j. Monitor the implementation of audit recommendations and follow up with management to ensure that action plans are completed.
- k. Build and maintain effective working relationships with key stakeholders, including senior management, external auditors, and regulatory bodies.
- l. Stay up-to-date with industry trends, changes in regulations, and emerging risks to the organization.
- m. Participate in the development of policies and procedures related to internal control, risk management, and governance.
- n. Conduct periodic assessments of the effectiveness of the internal audit function and make recommendations for improvement.
- o. Participate in special projects and other duties as assigned by senior management or the board of directors.

### **3. Minimum Requirement**

#### **a. Education and Experience**

- i. Bachelor's Degree in Commerce/Business Administration or equivalent.
- ii. Candidates with prior experience would have added advantage.

#### **b. Skills, Attributes and Competencies**

- i. Numeracy and analytical skills
- ii. Ability to handle software, data management and report generation
- iii. Ability to lead and work in a team
- iv. High level of integrity.
- v. Willingness to unlearn and learn.
- vi. Ability to work under pressure and deliver results in time.
- vii. Computer literate with the ability to operate MS Office at intermediate level.
- viii. Ability to think on the feet and solve problems.
- ix. Risk management skills.

### **4. Other requirements**

- a. BBPL application form indicating clearly the post applied for
- b. Curriculum Vitae (CV) clearly indicating requirements referred to above
- c. 2 referrals/recommendation letters from non-family related referees
- d. Academic transcripts (Class XII, Degree and Masters, if applicable)
- e. Experience certificate
- f. Security Clearance Certificate (online)
- g. Medical Fitness Certificate
- h. Citizenship Identity Card (CID), and
- i. No Objection Certificate from the previous employer, if selected only.

### **5. Salary & Other benefits**

- a. Basic Salary: Nu.18,850.00
- b. Pay scale: 18,850-470-30,130
- c. 10% Corporate Allowance
- d. 20% Fixed Allowance
- e. Other benefits and allowances as per BBPL Internal Service Rules of the company.