

Internal Auditor (Junior and Senior)

We are looking for an experienced **Internal Auditor** for our client which is one of the world's leading manufacturer of building material, paper and forest products and chemicals located in Zvolen.

The Role

The role of the Internal Auditor is to provide independent assurance that an organization's risk management, governance and internal control processes are operating effectively. The role is covering following job functions: accounting/auditing, finance and general business.

Responsibilities

- According to instructions from audit leader (e.g., planning file, concerns log) prepare for each audit engagement.
- Perform the audit work in line with HIA, IAM instructions and with IA standards/Code of Ethic. Report any deviation to IAM or HIA. In case of serious non-compliance, you have chance to approach Audit Committee directly.
- Actively participate on audits according to IA audit plan.
- Manage timely and with due care field work on site (interviews, testing, analysis) in order to cover with due care all the tasks defined in audit planning file and concerns log.
- Actively communicate with HIA, IAM on any concerns or identified issues from the field work. Be proactive and get advice to solve problems. Try to propose solution for HIA and IAM helping to solve problems.
- Report to IAM any constraints encountered during the fieldwork (unavailable persons, refusal to provide data, etc.).
- Participate actively on engagement closing procedures (report, executive summary, memorandums, etc.). Be useful for HIA and IAM.
- Prepare detailed documentation for every finding identified by you and reported in the report from engagement and file them in line with the Internal Audit Manual.
- Each auditor should bring points for improvements/issues during Audit.
- Focus on issues quality. Always strive for the highest quality output as possible. Write the issues in the highest quality.
- Follow up tasks according to the GTD.
- Expect and accept travelling load 2-3 weeks per month.



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Added value

- Demonstrate that IA Department shares company's values, and it is the best of breed department in the Group.
- Demonstrate the business acumen - help to improve the shareholder business and be prosperous.
- Participate on development of the Group internal policies and guidelines. Suggest changes and updates, when noticed.
- Actively study company's internal policies and guidelines to be able to provide professional advices to auditees. Comply with Internal Audit Manual and Policies.
- Participate on development of internal audit methodology - model audit programs, control self-assessments, etc.

Requirements

- Master's Degree in Economics, Finance, Accounting or Banking
- Fluent in English and Slovak
- English C1, ideally also German speaker on C1 level
- Microsoft Office, Excel advanced
- Excellent communication skills, thinking out of box, strong team player
- Willing to travel abroad (30% national, 30% international)
- Self-motivated, ambitious, and goal-oriented person
- Basic knowledge of accounting standards.

Benefits

- Work for multinational company and related subsidiaries (opportunities to reallocate) and long-term perspective job for stable employer in the region.
- Work in team of up to 20 experienced auditors of different countries
- Support in increasing of professional qualification (CIA, ACCA) and personal development (trainings, mentoring)
- Company notebook, mobile, mobile internet connection, and other perks.
- Wide Training and development program
- Attractive salary

Basic Wage Component

- Starting from 1 000 EUR for junior level; gradual increase based on seniority

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