

Job Description (Manager Audit)

Qualification:

Minimum 16 years of education in ACMA, ACCA, MBA, M.Com or equivalent from a university/institute recognized by HEC.

Experience:

Minimum 8 years of experience of working as an auditor with a reputed construction or infrastructure development company.

Skills Required:

Excellent auditing skills with special emphasis on construction projects

Flexibility and ability to work effectively as part of a team

Strong interpersonal skills and ability to work effectively at all levels in a collaborative team environment, must have undertaken such projects in the past.

Well versed with accounting and auditing software related to engineering projects, Internet and email applications

Job Descriptions:

- Conduct thorough audit of project payments before finalization. Maintain record of all transactions as a backup and future reporting.
- To perform routine analysis of project processes and approvals in line with regulations.
- Assist higher management in monitoring projects payments
- Perform physical and financial audit of project progress and financials
- Ensure that all payments are made in accordance with payment schedule and according to project measurement specifications and follow financial regulations
- Reporting to Project Director in performing routine project related tasks and activities
- Submit period project audit reports to Director for review of the project