



Building for the Future

ToR for Head, Internal Audit Division

Job Title	Head, Internal Audit Division
Qualification	Bachelor Degree (B.Com/BBA in Finance)
Experience	Minimum 5 years of working experience in the relevant field.
Skills	<ul style="list-style-type: none"> ● Analytical skill on the Financial Statements. ● Practical knowledge on Accounting. ● Knowledge in Bhutanese Accounting Standards (added advantage) ● Good understanding of the role of information technology in Accounting and Financial Management. ● Should have standard ethical skills to apply in the day to day job. ● Should have broad understanding of PCAL and its business including current as well as future PCAL business. ● Exercise honesty, objectivity and discipline in the performance of their duties and responsibilities and at all times maintain their independence. ● Excellent Interpersonal skills ● Strong verbal/written communication ● Proficiency in Microsoft Office Software ● Possess excellent time-management and organizational skills ● Acceptable to work beyond working hours to meet the deadline
Age	Below 40 years
Grade and Remunerations	<ul style="list-style-type: none"> ● Grade VII ● Basic Pay for Grade VII – Nu. 30,985.00 per Month ● Corporate Allowance - 20% on Basic Pay ● Fixed Allowance - 30% on Minimum Basic Pay Scale ● PVBA/Bonus as per PMS ● Other perks and benefits will be as per the Service Rule of the Company ● Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.
Type of employment	Regular
Report to	Chief Executive Officer for Administrative reporting Board Audit Committee for Functional reporting
Work Station	PCAL Corporate Office, Gomtu
Role and Responsibilities	<ul style="list-style-type: none"> ● Developing a flexible annual audit plan using appropriate risk based methodology, including any risks or control concerns identified by management, and submitting that plan to the Board Audit Committee for review and for approval by the Board;

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DZONGKHAG: SAMTSE, BHUTAN**

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- Implementing the annual audit plan and undertaking any special tasks or projects requested by the Board Audit Committee, which may include special reviews requested by the management;
- Regularly communicating to the Board Audit Committee and to the CEO on the progress and results of the annual audit plan, on the adequacy of internal audit resources and on emerging trends and practices in internal auditing;
- Leading and maintaining a professional Internal Audit Division with sufficient knowledge and skills, experience and professional capacities to meet the requirements of this TOR;
- Allocating resources, setting frequencies, selecting subjects, determining scopes of work and applying the techniques required to accomplish internal audit objectives;
- Establishing a quality assurance program by which the Head assures the operation of internal auditing activities;
- Performing consulting services to assist management in meeting its objectives;
- Reporting on the Internal Audit function directly to the Board Audit Committee and the Head shall also have direct access to the Chairperson of the Board Audit Committee on matters considered of significant importance to the functioning of the company;
- The issuance of periodic reports to the Board Audit Committee on their activities, including a summary report on each audit for the Board Audit Committee review and approval. Each audit report, with results and recommendations, will be available to management; and
- Conduct Board Audit Committee Meeting and Internal Audit Exit Meeting Quarterly.


Chief Executive Officer

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