

# Western Engineering (Pvt.) Ltd.

**Position:** Assistant Officer/Officer- Internal Audit

**Vacancy:** 01

**Employment Status:** Full Time

**Job Location:** Factory

## **Job Responsibilities:**

- Prepare annual audit plan & ensure compliance of the plan.
- Conduct process audit, financial audit cost audit and operational audit.
- Follow-up management action points on audit recommendation and update the progress to the management.
- Demonstrate advisory role in policy implementation.
- Ensure accuracy, timeliness, and completeness of the audit reports.
- Identify inconsistencies and process improvement opportunities.
- Check & verify local purchase bills & supplier bills.
- Reconcile bank balances including loan A/C & F/C Accounts.
- Monitor Inventory Management System and conduct physical verification of stock & stores on a regular basis.
- Prepare comparative statement containing estimated cost and actual cost on regular basis.
- Verify assets and liabilities by comparing and analyzing different items with supporting documentation.
- Support external auditors through proper coordinating and by providing required information.
- Lead Internal Audit team and evaluate their performance.
- Any other work as per instruction of Board and Management.

## **Educational Requirements:**

- M.Com / MBA (Accounts & Finance/Management) from any reputed public/private University/Institution.
- CA/ACCA/CMA/CIA- Part Qualified

## **Experience Requirements:**

- At least 3-6 years of experience in Internal Audit Section.

## **Additional Requirements:**

- Experience in working in SAP ERP software will get additional preference.
- Must have good knowledge in MS Office related task (MS Word, MS Excel, and MS PowerPoint etc.).
- Must have good communication skill.
- Flexible of taking any kind of responsibility.
- Strong Knowledge in Auditing, Accounting & Finance.
- Must have presentation skill in both Bangla and English.

**Salary Range:** Competitive. Negotiable based on experience and knowledge of the candidates

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## Compensation & other benefits:

- 02 Festive Bonus (Eid Ul Fitar, Eid Ul Adha)
- Lunch Facilities: Partially Subsidized
- Mobile allowance as per company policy

## **\*\* Apply Instruction \*\***

Interested candidates please apply Online: <https://westernengineeringbd.com/apply>

You may send a hard copy at:

**Western Engineering (Pvt.) Ltd.**

TCB Bhaban (10th Floor), 1-Karwan Bazar, Dhaka-1215, Ph: +8802-9116270.

Applicant must enclose his CV with latest photograph and copies of all academic certificates.

**Application Deadline: 10 February, 2023**

**Date of Publication: 25th January 2023**

