

1. Audit Assistant - Operations

Job Title:	Audit Assistant, Operations	
Directorate/Division:	Internal Audit	
Section/ Unit:	Operations Audit	
Location:	CPF Head Quarters	
Reports to:	<ul style="list-style-type: none"> Principal Auditor, Operations 	
Direct Reports:	<ul style="list-style-type: none"> Internal Audit Management Trainees Internal Audit Interns 	
Job Grade:	9	
Job purpose:	The Audit Assistant - Operations will be responsible for providing support to the Principal Auditor, Operations in undertaking operations audits in line with the division's audit plan.	
Key duties and responsibilities:	<ol style="list-style-type: none"> Execute operations audit and assess CPF's operations, process, financial, compliance and other associated risks. Identify key risk and control indicators for assigned audit areas. Prepare and implement audit programs and plans for specific audits in consultation with the Principal Auditor, Operations to ensure completion within agreed schedule. Conduct audits of controls, by examining records, accounting systems and procedures relating to operations procedures. Assist in ensuring that company policies are in line with regulatory guidelines. Assist in developing the annual audit work plan. Assist in scheduling and performing compliance audits and reviews as per the annual work plan. Assist in conducting special reviews and advisories on emerging areas of operations audit. Assist in the preparation of reports to Senior management and Board on compliance and monitoring reviews undertaken. Carry out risk assessment of internal controls and develop appropriate audit tests aimed at addressing identified risks and achieving the desired audit objectives for the sections assigned. Draft reports on internal audit findings and propose recommendations in accordance with CPF's goals and strategic objectives in the context of their operating environment. Actively manage internal audit stakeholders whilst forging and maintaining robust relationships with them. Monitor best practices and recent developments in audit, risk management, and corporate governance. Perform any other duties as may be assigned from time to time. 	
Knowledge, experience, and qualifications required		
Academic and Professional Qualifications/Memberships to professional bodies:	<ol style="list-style-type: none"> Bachelor's' Degree in Actuarial, Business Administration, financial risk management, Real Estate or relevant field. Certified Public Account (Part II) or any relevant professional qualification/ certification. 	
Experience Required:	<ol style="list-style-type: none"> At least 2-year ' experience in internal audit 	
Role Competencies		
Technical Competencies:	Behavioral Competencies:	

<ol style="list-style-type: none">1. Strong stakeholder management skills2. Ability to prepare clear, concise, and impactful audit reports3. Expertise in operational efficiency audits4. Data analytics	<ol style="list-style-type: none">1. Strong leadership and communication skills, with the ability to collaborate effectively across departments.2. Analytical Thinking and Problem-Solving3. High ethical standards and the ability to handle confidential information with integrity.
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