

Assistant Manager / Manager CA, CIA

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Company: Paradise Placement Consultancy

Location: Bahrain

Category: other-general

Job Description:

- Identify and evaluate client's risk areas covering all significant processes and provide comprehensive input to the development of a risk-based annual internal audit plan.
- Supervise a team of internal audit personnel across different client engagements. Plan, organize, direct and monitor internal audit operations, including overall quality of deliverables, processes and completion of projects within budgeted timeline. Oversee billing and collections.
- Develop relevant audit programs & procedures including Risk & Control Matrix (RCM).
- Manage performance of audit procedures. This includes identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures. Demonstrate technical competence in related domain.
- Communicate the results of assignments through written reports and oral presentations on a timely basis to seniors / engagement director as well as client management.
- Assist engagement director with identification for any new firm services at existing or new clients. Prepare & track proposals and conduct proposal meetings with clients.
- Develop and engage team through individual contacts and group meetings.
- Assist with hiring, training, and evaluation of practice personnel and overall assist in building the practice.

Desired Profile

- CA/ CIA with a commerce background and industry specialization preferred.
- 8-12+ Years' experience in a related field, preferably in internal audit, consulting, advisory or

professional services. Candidates from leading consulting firms (Big 4) in the region will be preferred.

- Next Generation IA solutions like Continuous Controls Monitoring, Process Mining, Analytics etc.
- Excellent understanding of business processes and internal control concepts (COSO, COBIT); knowledge of process gaps identification and auditing methodologies (including flowcharting), IT Infrastructure, Sarbanes-Oxley Act provisions and methodologies for achieving compliance.
- Proficient in Microsoft Office suite applications.
- Excellent interpersonal, project management and client relationship skills.
- Excellent communication, presentation and time management skills. Excellent delivery skills and technical knowledge.
- Prior management and direct supervisory experience in a team environment required. Well-honed mentoring and people development skills.
- Ability to think laterally, showcase business acumen and well versed in current trends and developments across business & economy.
- Demonstrates creative thinking and rigorous analysis in solving business problems.
- Able to maintain a professional demeanor in times of high stress. Works well in a team-oriented environment as well as independently.
- Able to multi-task, enjoys travelling and meeting new people. Open to travel as necessary to meet client requirements.

Key Personal Attributes

- A good blend of creative thinking and rigorous analysis in solving business problems.
- High energy individual possessing excellent analytical, interpersonal, communication and presentation skills. Adept at preparing and presenting to senior audiences.
- Demonstrates excellent leadership and interpersonal skills. Must be able to maintain a professional demeanor in times of high stress.
- Prior management and direct supervisory experience in a team environment required.
- Excellent time management skills. Must have ability to multi-task.
- Regular reading habit to stay abreast of developments in business thought leadership and exhibits high level of confidentiality client operations
- Enjoys travelling and meeting new people. Flexibility to travel, and work in, other locations is essential.

Key Skills :

Risk Advisory

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