

 REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS <b>CLARK INTERNATIONAL AIRPORT CORPORATION</b> ISO 9001:2008 CERTIFIED Certificate No. 01 100 096505	 Management System ISO 9001:2008 www.tuv.com ID 019526005		Doc. Code: HRD-F-038
			Effective Date: 01 March 2013
<b>DOCUMENT TYPE : JOB DESCRIPTION</b>			Revision No: 01
<b>POSITION TITLE : SENIOR INTERNAL AUDIT OFFICER</b>			Page: 1 of 2

### INTERNAL AUDIT DEPARTMENT

**POSITION TITLE** : Senior Internal Audit Officer    **Job Level** : 10

**IMMEDIATE SUPERVISOR** : Internal Audit Manager

**POSITION SUMMARY:**

Performs independent assurance regarding the reliability and integrity of financial information, compliance with applicable laws, regulations, policies and procedures, accomplishment of objectives, safeguarding of assets and economical and efficient use of resources designed to add value and improve CIAC's operations.

**TASKS AND DUTIES:**

1. Performs and/or supervises the audit engagements and other audit activities based on approved audit plans and work programs.
2. Prepares and submits annual audit plans and work program to Manager for review and approval.
3. Determines areas of risk and appraises their significance in relation to operational factors of cost, schedule and quality. Classifies engagement as to degree of risk and significance and as to frequency of coverage.
4. Performs the audit activities in compliance with the Standards for the Professional Practice of Internal Auditing and the Code of Ethics for Internal Auditors.
5. Prepares and submits the Internal Audit Memorandum detailing the audit findings and recommendations for review and approval of the Manager.
6. Makes oral or written presentation to management during and at the conclusion of the engagement, discussing observation and recommending corrective action to improve operations and reduce cost.
7. Undertakes research on engagement techniques and develops manuals and training aids.
8. Reviews audit program for specific area of engagement and submits to Manager for final review and approval.
9. Prepares and submits audit reports to Manager for review and approval.
10. Follows up and monitors compliance or implementation of audit recommendations by the client.
11. Monitors management response and compliance with COA Audit Findings and Recommendations.
12. Appraises the adequacy of the corrective actions taken by management to improve deficient conditions.
13. Prepares audit planner weekly and submits accomplishment reports on a monthly basis.
14. Performs special engagement at the request of the Audit Committee and senior management.
15. Evaluates job performance of internal audit staff and makes the necessary recommendations.
16. Performs other tasks and functions that may be assigned by superior from time to time.

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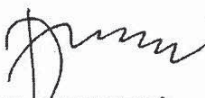
**QUALIFICATION STANDARDS**

1. Certified Public Accountant with three (3) years audit experience and two (2) years related work experience
2. With at least one (1) year in supervisory position
3. Familiar with government laws, rules and regulations
4. Proficient in audit report writing and audit program preparation
5. Goal-oriented and ability to supervise people
6. Must have knowledge in MS Office applications such as Word, Excel and Power Point
7. High ability to maintain and handle sensitive and confidential information


Prepared by:

  
**MITCHELLE S. CRUZ**  
 Senior Internal Audit Officer

Reviewed by:

  
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 Manager for Human Resources

Noted by:

  
**VICTOR JOSE I. LUCIANO**  
 President and CEO

