ROSE BELLE SUGAR ESTATE BOARD

SCHEME OF SERVICE

Organisation: Rose Belle Sugar Estate Board

Post: Internal Auditor/Senior Internal Auditor

Salary: Negotiable

Qualifications:

A Candidates should be a member of one of the following bodies -

(a) The Institute of Chartered Accountants of England and Wales.
(b) The Institute of Chartered Accountants of Scotland.
(c) The Institute of Chartered Accounts of Ireland.
(d) The Association of Chartered Certified Accountants.
(e) The Chartered Institute of Management Accountants.
(f) The Chartered Institute of Public Finance and Accountancy.

OR

An equivalent professional accountancy qualification acceptable to the Board.

B Candidates should also -
(a) reckon at least three years' post qualification experience in auditing or computer data auditing;
(b) be computer literate;
(c) possess good analytical and communication skills;
(d) have the ability to work in a team; and
(e) have a high sense of personal credibility and integrity.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities To be responsible to the Chairman, and/or the Board for the putting in place such procedures and control measures to mitigate the risk of fraud, malpractices and abuses, if any, in the Organization.

Duties:

1. To develop an effective internal audit control and implement risk based internal audit processes in order to review and the effectiveness of control, governance processes and risk management of the Organization.

2. To assess the reliability, security, integrity and effectiveness of RBSEB's financial and management information, and the systems and operations producing this information.

3. To keep adequate record of audit working papers.

4. To review established procedures, systems and records and propose improvements.

5. To prepare the internal audit's programme and monitor its implementation.

6. To review compliance with regulatory/statutory framework and internal regulations.

7. To carry out analytical review during the course of internal auditing as part of the substantive procedures and to highlight fluctuations.

8. To report on the reliability, integrity and effectiveness of Organization's internal control processes.

9. To foster constructive working relationship and mutual understanding with management, external auditors and the Audit and Risk Management Committee.

10. To carry out adhoc appraisals, investigations, audit reviews at the request of the Board, Audit and Risk Management Committee or the General Manager.

11. To prepare a risk based audit plan in consultation with the Audit and Risk Management Committee.

12. To identify and evaluate risk areas and make appropriate recommendations to minimise risk and to assess the effectiveness of risk management processes.

13. To review compliance with the Code of Corporate Governance for Mauritius.

14. To assess the means of safeguarding the assets of RBSEB.

15. To liaise with external auditors regarding operational and financial audits and assist in facilitating the External Audit Review conducted annually.

16. To add value to the organization through the implementation of ongoing processes improvements.

17. To prepare final Report of Audit and to follow up on recommendations.

18. To train, manage and lead the audit team.

19. To use ICT in the performance of his duties.

20. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Internal Auditor/Senior Internal Auditor in the roles ascribed to him/her.

Date: 30 October 2025