Job Vacancy

We are looking for a hard-working and enthusiastic person to join our company for the following post.

Internal Auditor
No. of vacancies: 1

Minimum Education Qualification:

- Bachelor's Degree in Accounting, Finance, Business Administration or a closely related field
- Minimum 5 years of experience as an Internal Auditor
- Previous experience in the Maldives will be an added advantage

Key Responsibilities:

1. **Financial Control & Oversight**

- Review budget vs actuals and investigate variances.
- Verify accuracy of financial projections and cash flow reports, and profitability analysis.
- Monitor financial performance across projects and business units.
- Ensure financial reporting is accurate, timely, and in line with approved frameworks.

2. **Internal Control & Risk Evaluation**

- Identify and assess major financial and operational risks.
- Evaluate the adequacy and effectiveness of internal controls within operations.
- Compare current findings with the risk register and budget cycle to highlight gaps.
- Recommend improvements to internal control frameworks and monitor implementation of agreed actions.

3. **Compliance Audit & Assurance**

Conduct internal audits covering:

- Financial transactions and accounting records.
- Procurement activities and vendor management.
- Payment approvals and disbursement processes.

Ensure organizational adherence to:

- Approval matrices and delegated authority limits.
- Standard Operating Procedures (SOPs).
- Applicable laws, regulatory requirements, and tax obligations.
- Contractual obligations including billing terms, retention clauses, payment timelines, and variation orders.

4. **Performance Audit**

- Review project profitability, efficiency, and resource utilization.
- Identify financial inefficiencies, wastage, and process breakdowns; provide actionable recommendations.
- Assess the effectiveness of project delivery processes against planned timelines and budgets.
- Reporting
- Prepare and execute an annual internal audit plan approved by Directors/Managing Director.
- Submit formal audit reports including findings, risk rating, and recommendations.

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5. Audit Planning & Reporting

- Prepare and execute an annual internal audit plan, approved by the Directors / Managing Director.
- Submit formal audit reports to the Board, including findings, risk ratings, and recommendations.
- Report directly and promptly to the Directors on all significant issues identified.
- Maintain audit working papers and documentation in accordance with professional standards.
- Track management responses and follow up on the implementation of audit recommendations.

6. Oversight & Compliance

Independently verify that the following functions are being carried out correctly by the responsible departments:

- Project briefs and scope documents are prepared and filed appropriately.
- Resource and external contractor requirements are identified and contracts are in place.
- Risk registers are maintained and updated on schedule.
- Monthly budget reviews and cash flow projections are prepared and distributed.
- Contract deadlines, variation orders, and EOT notices are tracked and issued on time.
- Profitability reports are prepared quarterly and reviewed by senior management.
- Deliverable tracking and the Ongoing Sheet are updated and distributed to all relevant departments.

Salary and Benefits:

- Negotiable based on qualifications and experience
- Variable allowance based on level of effort
- Health Insurance
- Benefits and entitlements as per Employment Law
- Staff Development Trainings

Interested Candidates, please send in your CV, Educational Certificates and Experience Letters before **15th October 2026** to hr@riyan.com.mv

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