

PEOPLE'S CREDIT AND FINANCE CORPORATION

395 Sen Gil Puyat Makati city

Doc. Title:	Job Description
Position:	Audit Officer
Department/Group:	Conduit Audit Unit
Reports To:	Audit Manager
Supervises:	N/A

BASIC FUNCTION:

1. Conducts audit of small-sized program partners
2. Prepares rating of program partners

DETAILED RESPONSIBILITIES

1. Conducts internal audit as well as external audit of program partners
 - a. Prepares audit designs, terms and other parameters prior to the conduct of the audit (for special audit)
 - b. Reviews and evaluates the soundness, adequacy and application of financial and operating controls of the program partners and recommends the most effective and efficient control/measures.
 - c. Identifies weaknesses of program partners and recommends actions to address such weaknesses.
 - d. Reviews and evaluates the adequacy and consistent application of PCFC policies and procedures and recommends actions to improve delivery of services.
 - e. Prepares audit reports and presents the same to PCFC Management
 - f. Follow-ups from program partner's and operation teams' reply to audit findings and coordinates with the lending operation group to ensure program partner's compliance to audit recommendations.
 - g. Consolidates audit reports to be used in the assessment of accounts (if necessary)
2. Prepares rating of Program Partners (Using SCALE and PESO rating methodology)
 - a. Gathers information regarding the program partner to be rated:
 - a.1 Interviews assigned Account Officer/Assistant on program partner being rated.
 - a.2 Reviews financial data and pertinent documents to be used in the rating
 - b. Evaluates SCALE & PESO rating and discusses the same with Account Officer and PCFC management

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- c. Identifies weaknesses of program partners and recommends actions to address such weaknesses
- 3. Conducts special studies/ tasks for management.
- 4. Performs other duties as may be assigned from time to time.

MINIMUM REQUIREMENTS:

- Education : Accounting Graduate preferably CPA
- Skills/ Training : Systems assessment & control;; Business Correspondence; Basic microfinance
- Experience : Three (3) years of actual auditing experience including one (1) busy-season audit experience from a reputable auditing firm or one (1) year experience as Audit Associate II.
- Others : Capable of local travels