recruitment

Ho Chi Minh, 10 March 2014

Assistant Risk & Control Manager

Report to : Risk & Control Manager
Job grade : 15
Department : Risk & Control
Location : Bitexco Office

Job Description

Enhance strong and effective control in the organization by maintenance of ICF (Internal Control Framework):
- Maintain the internal control framework
- Assist the organization in self-assessment & improvement; prepare report results

Carry out audits on the company’s financial, operation, business process & procedures, including audits at business partners (distributors, logistic service providers, customers)
- Prepare audit plans, audit templates, perform fieldworks & reports
- Translate outcomes of audit into recommendations to improve controls, process efficiency and effectiveness

Risk identification/ defense
- Consult departments to analyze risks. Evaluate area’s risk and detect or prevent frauds
- Identify and assist in documenting controls to protect the company assets from losses
- Make sure no segregation of Duties conflicts

Enhance/ ensure integrity
- Perform relevant trainings to enhance the awareness among staffs (Code of conduct/ Whistle blowing)
- Investigate Code of conduct violating cases, recommend improvements to prevent frauds

Other tasks assigned by Risk & Control Manager

Requirements

- 3 years of experience in internal audit or internal control in Big4 is preferred
- CPA or ACCA is a plus
- Functional knowledge: Good background on related major (especially in Internal Audit, Finance & Accounting)
- Understand risk management & control system

Interested candidates please send your CV to:

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