



សហការ

ទាំងអស់គ្នាស្នើឱ្យកាត់កម្រៃ

JOB DESCRIPTION

Position:	Internal Audit Officer	Date:	27-01-2026
Report to:	Internal Audit Unit Manager	Department:	Internal Audit
Location:	Head Office	Working Time:	Full Time

I- PURPOSE OF THE JOB

The Internal Audit Officer reports to Internal Audit Unit Manager and is responsible for performing the internal audit plan and procedure to minimize the risks of the SAHAKA.

II- MIAN OF RESPONSIBILITY

- Conduct audits at branches and head offices according to the annual audit plan.
- Prepare audit reports, draft summaries and audit reports with audit evidence for Internal Audit Unit Manager after auditing the head offices and branches.
- Identify the risk and weaknesses point and identify potential risks, as well as make recommendations in order to minimize the risk.
- Participate in the development audit procedures and understanding of the risk in the SAHAKA.
- Pre-Audit before going to the branches and departments for auditing.
- Conduct the simple selection to check and customer visits.
- Meeting with the branch to show the audit findings and provide the audit recommendations.
- Follow Up the audit findings with branches and departments
- Perform other duties as required by Internal Audit Unit Manager

III- QUALIFICATION

- At least one-year experiences in the audit function or field with Bank or MFI/MDI
- BBA degree or equivalent certificate
- Understand the Operational Risk
- Excellent interpersonal and team building skills
- Analytical and problem-solving skills
- Effective organizational skills

IV- APPROVAL ON JOB DESCRIPTION

Audit Unit Manager Name **Mr. Chy Longheng** Signature_____ Date_____

HR Representative Name **Mr. Chhun Bunchhong** Signature_____ Date_____

V- ACCEPTED BY EMPLOYEE

Employee Name_____ Signature_____ Date_____