

PEOPLE'S CREDIT AND FINANCE CORPORATION

395 Sen Gil Puyat Makati city

Doc. Title:	Job Description
Position:	Audit Officer II
Department/Group:	Audit & Credit Review Department
Reports To:	Audit Manager
Supervises:	N/A

BASIC FUNCTIONS:

1. Conducts internal and external audit
2. Prepares rating of program partners
3. Conducts special studies/ tasks for the management

DUTIES AND RESPONSIBILITIES

1. Conducts internal audit as well as external audit of regular-sized 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.
2. Prepares rating of Program Partners
3. Gathers information regarding the program partner to be rated:
 - 3.1 Interviews assigned Account Officer on program partner being rated.

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- 3.2 Reviews financial data and pertinent documents to be used in the rating
 - 3.3 Evaluates rating and discusses the same and PCFC management.
 - 3.4 Identifies weaknesses of program partners and recommends actions to address such weaknesses.
4. Conducts special studies/ tasks for Management;
 5. Performs other duties as may be assigned from time to time

MINIMUM QUALIFICATION:

Education: A Certified Public Accountant (CPA)

Skills/ Training: Systems assessment & control; Business Correspondence; Basic microfinance; BSP regulations

Experience: Three (3) years of relevant experience including at least one busy-season (November-April) audit experience from a reputable auditing firm