



Canon Business Machines (Philippines), Inc.

CORPORATE AUDIT ASSISTANT (POOLING)

Qualifications:

- Candidate must possess Bachelor's/College Degree in Accountancy, Management Accounting, Financial Management Accounting or Accounting Technology
- Experience in a manufacturing company is an advantage.

Responsibility:

- Perform audit fieldwork based on plan schedule
- Check if all process have approved standard written guidelines, rule and regulation flowchart
- Prepare audit summary report then communicate with the Division Head.
- Immediately escalate the high priority findings then recommend countermeasures.
- Ensure to identify if the internal controls are in place.
- Ensure the completeness of working papers and documentation of audit findings.
- Ensure risk areas and top management concerns are properly audited
- Conduct status monitoring of all findings to ensure countermeasures are being done based on committed target date.
- Follow up Audit activity to ensure all countermeasures and internal control are in place and effective to avoid any reoccurrence.