



## Internal Audit Manager

Industry: Food & Restaurants

Work location: based in Bucharest, Romania; Availability for business travel to Company subsidiaries is needed

Reporting Line: role reports to Audit Committee of Sphera Franchise Group SA

Job type: full-time

### Responsibilities:

- Develops audit plans for the company and its subsidiaries and performs specific assignments/investigations, ensuring proper full audit cycle, including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.
- Designs / updates the internal audit framework of governance policies and methodologies.
- Determines internal audit scope and develops annual plans and submits for approval of the governing bodies.
- Assesses the compliance with legal framework in force, regulations, and any external and internal policies, procedures and governing provisions by applying specific audit procedures and methodologies.
- Assesses the reliability and integrity of financial information, any other type of critical information, and of efficient use of company resources.
- Oversees the audit function and staff from subsidiaries.
- Obtains, analyses, and evaluates accounting documentation, previous reports, data, flowcharts etc.
- Verifies the accuracy of company records.
- Ensures that proper, relevant and reliable evidence is gathered within the internal audit processes, supporting the conclusions and recommendations that are released.
- Prepares and presents reports that reflect audit's results and documentation process, recommendations, improvements and follow up of the implementations/action plans.
- Analyses and evaluates the interest conflicts from company and its subsidiaries.
- Acts as an objective source of independent advice for Company's relevant governing bodies to ensure validity, legality and goal achievement.
- Identifies any dysfunctionality and recommends risk aversion measures and cost savings.
- Review and participate in developing/implementation of reliable control systems, risks management tools and reporting in ERP.
- Maintains open communication with Company's Audit Committee, Senior Leadership Team, and management layers, proposing preventive measures and remedial/optimization actions.
- Documents the audit process and prepares audit findings memorandum.
- Conducts follow up audit missions to monitor management's interventions and proposes further developments.
- Prepares and presents to the Company's Audit Committee regular updates on Internal Audit function
- Engages with external auditors in related assignments.
- Provides consultancy within the organization, expertise and guidance in line with rules and principles of practice and considering Company strategy.
- Oversees ERP project implementation and audit.

### Communication and reporting responsibilities:

- Reports to the Internal Audit Committee, and liaises with CEO and Board of Directors in relation to relevant matters relating to internal audit and risk management.

- Liaises with external auditors and any other governing authorities or relevant third parties, as case may be;

### **Candidate requirements:**

#### **Specific experience & competencies**

- Proven working experience as Internal Audit Manager /Senior Internal Auditor, of at least 5 years
- Sound professional, with demonstrable track record in one or several of the following industries, without being limited to: FMCG, Telecoms, Business Services, Hospitality, Retail, Financial services.
- Demonstrable track record of previous internal audit implementations, previous experience in managing teams
- Financial literacy – ability to analyse income statements, balance sheets and cash flow statements, sound capability to use financial data and business metrics, and understand various processes
- Previous involvement in ERP projects implementation and audit
- Prior exposure to multi-cultural diversity is a strong plus

#### **General**

- Strong analytical skills, capability to manipulate and correlate big data, compile detailed reports, and spot „the less visible “
- Sound independent judgement
- Capability to creatively question and challenge the status quo assertively
- Ability to drive and manage transformation agenda for the Company
- Ability to perform in a dynamic, demanding and fast-growing environment
- Resilience to challenging situations, excellent conflict/diversity/crisis management skills
- Capability to control/oversee ERPs implementations

#### **Communication and language skills**

- Strong communication skills
- Proficient user of English language (equiv. CEFR- C1 level & above)

#### **Academic qualifications/ affiliations**

- University Graduate, preferably Finance/Accounting; Post Graduate degree is a plus
- ACCA / Certified Internal Auditor (CIA) / Financial Auditor
- Affiliation to Audit bodies (e.g. CAFR, Institute of Internal Auditors)

#### **Reputation**

- Integrity is of the essence; no involvement in actions which could impact the Company's reputation.

#### **Other/Miscellaneous**

- MS Office (Word, Excel, Power Point) proficient
- Power user of accounting software and various databases

Please apply on: <https://www.linkedin.com/jobs/view/2181633452/>

Only selected candidates will be invited to an interview.