






Security Papers
LIMITED


Assistant Manager Internal Audit

 **Location:** Karachi

 **Gender:** Open to all (female candidates encouraged to apply)

 **Qualification:** CA and ACCA (Part Qualified)

 **Experience:** 1-4 Years of post article ship experience

 **Age:** 26-29 Years

Key Responsibilities

- Comply with the code of ethics issued by the Institute of Internal Auditors (IIA).
- Execute Internal Audit to assess the adequacy and effectiveness of internal controls, risk management practices, operational work flows.
- Maintain complete working papers and documentation as per by IIA guidelines throughout audit planning and execution phase.
- Review and validate audit observations, communicate findings to process owners, and prepare audit reports with follow up actions, where required.
- Deliver value added insights by proposing process enhancement and control improvements recommendations to management.
- Support the preparation of working papers for the submission of the Board Audit Committee (BAC).
- Provide assistance in conducting periodic cost audit.
- Participate in quarterly stock count and related audit procedures.

Required Skills

- Strong knowledge of internal controls, risk assessment, and audit methodologies.
 - Sound understanding of IIA and accounting standards (IFRS/GAAP) and organizational processes.
 - Proficiency in audit documentation, report writing, and working paper management.
 - Strong analytical, problem-solving, and data interpretation skills.
 - Excellent communication and stakeholder coordination.
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✉ **How to Apply:**

Interested candidates may apply by sending their resume to **hr@security-papers.com** by **12th December 2025** by mentioning position title in the subject.

⚠ *Internal applicants may only apply if the position is one grade above their current level.*