

We, **METRO** Cash & Carry Vietnam Ltd., a powerful brand with characteristics as:

- Unique business concept
- Strong self-service wholesale brand
- Sharp profile in the market
- Competitive internationalization and expansion
- Strong international corporate culture founded on Core Values
- Proactive employees development

are looking for the qualified Candidates for the following position:

INTERNAL AUDITOR **KIỂM TOÁN VIÊN NỘI BỘ**

REPORTS TO: Head of Local Program Office & Operational Audit

WORK LOCATION: Head Office – Dist. 2, HCMC.

MISSION STATEMENT

This position will support Head of Local Program Office & Operational Audit to fulfill audit projects on operations, general management, purchasing, finance and accounting areas, both in Head Office (HO) and stores, find out internal control weakness and provide improvement measures.

ROLES

- Assist to prepare audit program, conduct audit field work in HO and stores
- Assess if internal controls in daily operation and systems are effective and efficient to achieve their goals
- Assess if daily processes comply with company's standard operation procedures, principles and statutory regulations
- Conduct meeting with relevant management to address audit findings, provide constructive recommendations and agree on action plan
- Document audit evidence and maintain high quality working paper
- Summarize audit findings and prepare draft audit report
- Timely follow up with relevant persons for implementation, and finalize the audit report.

KEY RESULT AREAS

- Deal with our processes and procedures and check especially if our employees comply with the general procedures of the company.
- Implement the operational and commercial audit on a regular basis.
- Check the security conditions in the Head Office/ Stores
- Make evaluation meeting with different management level, point out the findings, analyze the risks and make recommendations
- Prepare and file the working papers
- Prepare the auditing report in Vietnamese and English
- Follow up the findings and push the corrections
- Able to conduct special cases audit in any time
- Perform the other tasks assigned by the supervisor and the Head of department.

WORKING RELATIONSHIPS

Internal:

All stores and the other departments in Head office

External:

External audit firm, related government departments, supplier, customer in case of necessary

PEOPLE SPECIFICATIONS

- At least 3 years experience working as internal/external auditor or in related fields
- To be able to work under pressure, independently and willing to travel in within Vietnam and abroad;
- Extensive theoretical and practical knowledge of the profession;
- Good knowledge and experience in risk management and operation assessment
- Experience at a managerial position in financial or FMCG sector preferred
- Ability to communicate and negotiation skills with all levels as well as good written and verbal way of expressing both Vietnamese and English
- Objectivity, independence at work, sensitivity, self-motivation and discretion.

Successful candidates will be offered a competitive salary & benefits package, family health insurance and professional training programs.

In strict confidence, interested candidates please send your full resume in English and 01 photograph to the below address:

**Metro Cash & Carry Vietnam Ltd.
Head Office – HR Department
An Phu – An Khanh, District 2, HCMC.**

or Email: hr@metro.com.vn

***Please put job title on your cover letter or into the subject of your email.
Only short-listed candidates will be contacted for an interview.***