

Job Description
Senior Manager – Projects Audit
Abu Dhabi, UAE

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Introduction

Our client is an Abu Dhabi government backed initiative who is the master developer of significant real estate developments within the city. They have built up an impressive portfolio of projects, some developed under joint venture partnerships, including flagship destinations. These include the transformation of the local coastline and natural islands. The range of the portfolio spans redevelopment of urban landmark districts, new-build mixed-use complexes, down-town business and leisure resorts, desert resorts and a leading-edge headquarters which is to be a showcase in sustainability. They have also earned an international reputation as a world-class partner with their credentials now boasting alliances with some of the world best architects, hospitality brands and cultural institutions.

A role now exists for a professional Senior Manager with Projects Audit experience who will be responsible for the management and supervision of internal audit activities within the Projects Audit Division which is a sub-function of the Internal Audit Department. This role will oversee advanced, specialised and /or managerial auditing work within the projects audit division.

The Senior Manager will be responsible for assisting the Director of Internal Audit in initiating and managing projects audits, the results of which will: help the business manage strategic, projects and operational risks, improve or develop efficient and effective business processes, identify and communicate best practices, and foster appropriate control levels for business and financial risks primarily within the projects of the company and all core departments and activities directly associated with the execution of the projects during different stages of a project life-cycle.

Responsibilities:

- Work with the Director of Internal Audit to ensure a system is in place which ensures that all major risks to the companies related to the Project Portfolio are identified and analysed, on an ongoing basis;
- Coordinating with the Director of Internal Audit the preparation and compilation of periodic and year-end reporting to the Audit Committee and Board of Directors.
- Effective and efficient execution of the part of the Internal Audit Plan related to the Projects Audit Division and the related scheduling and assigning work and estimating resource requirements;
- Manage, supervise and review all internal audit activities related to the reviews within the scope of the Projects Audit Division as mandated by the:
 - Internal Audit Plan through execution of planned internal audit engagements;
 - Special Projects as may be requested by Audit Committee / Management's for unplanned internal audit engagements;
- Supervise the work of outsourced consultants and /or manage the Internal Audit Staff assigned to engagements related to the scope of the Projects Audit Division, ensuring efficient and effective utilization of all manpower resources assigned to the Projects Audit Division.

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- Ensure that all internal audit work is executed, delivered and reported in accordance with the quality levels adopted by Internal Audit Department and stipulated in its Internal Audit Methodology and Manual.
- Make remedial recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation;
- To review and report on the accuracy, timeliness and relevance of the financial and operational project information that is provided for management;
- Provide recommendations to continuously improve the quality of internal audit work within the Department, through implementation of new audit procedures or revisions to the Internal Audit Methodology/Manual.
- Identify, understand, and document processes and procedures surrounding internal controls. Continually monitor and update the assessment of the control environment, keeping abreast of significant control issues, trends and developments.
- Reviewing and approving detailed audit programs tailored to each audit to assure that no specific tests or activities necessary for the audit are overlooked and to assist in preventing ineffective audit techniques from being performed. This review process is directed at specific accomplishment of defined audit objectives.
- Internal Audit Reviews to be conducted and supervised by the Senior Manager – Projects Audits include, but are not limited to:
 - Review the reliability and integrity of financial and operational project information and the means used to identify measure, classify and report such information.
 - Review of management controls over the different phases of execution of a project including controls over project management, contractors' management, contract management, review and verification of variation orders and contractor claims, identification of potential project savings opportunities.
 - Evaluate the company and contractors practices to ensure compliance with policies, plans, standards, laws, and regulations that could have significant impact upon operations.
 - Review and evaluate the adequacy and effectiveness of the management's system of internal control and quality of performance in carrying out project management and execution responsibilities.
 - Evaluate each of the core departments (development, design and delivery) of the organization periodically to determine if they are performing in compliance with management's policies, procedures, goals and objectives.
 - Evaluate each of the projects periodically to determine if they are performing in compliance with management's policies, procedures, goals and objectives and review effectiveness in the accomplishment of objectives and goals established for each project.
 - Review of Management procedures and controls to ensure the effectiveness and efficiency in the use of resources (operational audits).
- Review and record actions and plan taken by management to correct conditions reported by audit findings. Determine that actions taken are appropriate for the circumstances or initiates further discussions with appropriate management and staff.

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- Participate in committee meeting and any other representations or assignments upon requisition by the Director of Internal Audit.
- Evaluating auditor performance, providing on-the-job training, and counselling auditors to strengthen the person's knowledge/skills/development.
- Pursuing professional development opportunities, including external and internal training and professional association memberships, and sharing information gained with co-workers.

Requirements:

Education

- Recognized professional qualification in one of the following, CIA, CPA, or ACCA. Combination of CIA and CPA preferred.
- At least a Bachelor's Degree from a recognized university majoring in a relevant field of Business Administration, Accounting, Finance, Auditing) or a Bachelors' Degree in a relevant Engineering field with practical auditing experience.

Experience & Attributes

- At least 8 to 10 years of practical and management level experience in projects audit and project risk identification experience. Extensive knowledge and experience in Real Estate Development.
- A combination of experience in a corporate environment and as an internal auditor at a Big Four Firm strongly preferred.
- In-depth knowledge of **FIDIC contracts** and experience of actual construction projects, whether in real estate, oil & gas or associated industries.
- Strong leadership skills and ability to attract and energize talented staff.
- Managerial courage to confront difficult issues with the appropriate response and communicate appropriately and in a timely manner with all stakeholders in those issues.
- Effective interpersonal skills, which allow candidate to relate well to all levels of management.
- Clear and effective oral and written communication skills.
- Ability to meet or exceed client expectations. Customers include Executive Directors, Department Heads and Project Managers.
- Highly self-motivated individual who will provide leadership and guidance to staff.
- Strong analytical/quantitative skills.
- Intelligent, clear, and logical thinker.
- Ability to fit well into a consultative role rather than a command and control role.
- Ability to thrive in an environment of change.
- Unquestionable ethics and integrity.