

Le Warehouse Ltd. is recruiting **Internal Control Assistant**

THE ROLE

The job incumbent shall be responsible to:

- Conduct evaluations of the organisation to assess risk and compliance with regulations.
- Review all internal processes, systems and policies and make recommendations to ensure the risk to the business is minimised with a view to delivering improvements by advising, coaching and facilitating in order to not undermine the responsibility of management.
- Ensure the orderly and efficient conduct of the business, including adherence to policies, procedures, rules, regulations, and laws; the safeguarding of assets of the business; the prevention and detection of fraud and error; the accuracy and completeness of the accounting records, and the timely preparation of financial information.

The job holder will report to the Internal Controller and/or any other person as assigned by Management and will work closely with the Managing Director, General Managers as well as with other Departmental Managers.

KEY RESPONSIBILITIES:

- Act as a “watchman” for the Company and ensure that all Employees are working within the internal and legal framework.
- Assist in developing the Internal Control Framework of the Company and review existing controls in place and make any necessary revisions or addition.
- Assist the Internal Controller in implementing a sound internal control system, conducting risk assessment, and assessing the Company’s compliance in accordance with the Internal Control Framework.
- Verify compliance with the key control framework by performing internal reviews, identifying opportunities for improvement.
- Prepare and analyse the reports on the execution of the controls and compliance with the Internal Control Framework. Results are shared, discussed, and followed up with the team.
- Collect data to identify root cause of problems, identify trends, formulate solutions, and escalate potential issues, as necessary.
- Report risk management issues and internal controls deficiencies identified to the Internal Controller and provide recommendations for improving the organisation's operations.
- Develop policies and procedures and ensure their implementation and monitor compliance.
- Initiate action plans or improvement projects in collaboration with the Group Internal Audit team.
- Assist in delivering presentations and training courses including measurement, analysis, improvement, and control.

- Assist in developing and implementing Standard Operating Procedures (SOPs) to provide detailed instructions on how to carry out a task so that any team member can carry out the task correctly every time.
- Conduct test controls, by inspecting documents/reports for evidence the control has been performed, observing the application of specific controls and walkthroughs, i.e. tracing a transaction from its point of origin to its inclusion in the financial statements which involves several audit procedures: enquiry, observation, inspection.
- Conduct regular inventory and cash counts in all stores, warehouses, and service Centre and ensure actual quantity in store matches that on system.
- Identify any incomplete, obsolete, damaged items, slow and non-moving materials and perform timely adjustment.
- Initiate and advise management on cost control/killing measures.
- Review the responses to internal and external audit management's queries to ensure that recommendations are implemented and ensure that all action items are resolved.
- Provide support to the company's anti-fraud programs.

QUALIFICATIONS & EXPERIENCE:

The job holder should ideally possess:

- Bachelor's Degree in Business Management, Risk Management, Finance, Accounting or related field.
- Certification in ACCA Level 1 & above.
- Understanding of the role and importance of internal controls within the organisation.
- Ability to adapt quickly to changing priorities, environment constraints, and project deadlines.
- Detail oriented and ability to work and interpret figures and other financial information.
- Fully computer literate in Microsoft package – word, excel, outlook and PowerPoint.
- Graphical/Charting expertise (such as Visio).
- Good communication (both written and verbal) and interpersonal skills.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Humble, Trustworthy, reliable with a positive attitude.
- Ability to work under pressure in a fast-paced environment and meet tight deadlines.
- Team player, self-motivated, well organised.
- Ability to work flexible hours and/or on shifts, on weekends and public holidays.

EXPERIENCE:

- Candidates with more than 6 months of internship/working experience in Audit, Compliance, or Internal Control related function will be strongly considered.

How to apply:

- Interested candidates are invited to send their application letter and CV, with the reference ICA/08/23 as subject of mail to the Human Resource Manager on hr@lewarehouse.mu **by latest Sunday 3rd September 2023**

Le Warehouse Ltd is an Equal Opportunity Employer and reserves the right to call only the best candidates for an interview

HOW TO APPLY:

Interested candidates are invited to send their application letter and CV, with the reference 'GD/01/22' as subject of mail to the Human Resources Manager Le Warehouse Ltd, Jackaria Lane, Pailles OR via e-mail: hr@lewarehouse.mu by latest Monday 17th January 2022.

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