

Internal Auditor

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Company: Terumo

Location: Leuven

Category: office-and-administrative-support

Job Summary

The Internal Audit & J-SOX Department is to provide an independent assurance that the organization's risks, governance and internal control processes are operating efficiently. The Internal Audit & J-SOX department is responsible to ensure all identified Risk Owners and Risk Champions are timely implementing the identified actions within the approved budgets to mitigate the risks under their responsibility. The Internal Audit & J-SOX Department works on mission with allocated resources and is part of the Group Internal Audit based in Tokyo HQ. The Internal Auditor designs and follows up of controls and meets with external auditors

Job Responsibilities

Internal Audit

- Examine and evaluate the adequacy, effectiveness and efficiency of the organisation's internal control systems and procedures and recommend corrective actions to company's management to improve operations, enhance internal controls and reduce costs where possible.
- Design internal audit procedures and work programs (self-assessment questionnaire, for example)
- Conduct internal audit missions to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures.
- Obtains and reviews evidence ensuring audit conclusions are well-documented.
- Identify key areas of risk within the organization and propose appropriate controls to mitigate the risks.

- Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management.
- Discuss audit findings and recommendations with line managers and report significant issues to senior management.
- Ensures audit conclusions are based on a complete understanding of the process, circumstances, and risk.
- Prepare audit reports in line with the approved audit plan and COSO methodology.
- Monitor the timely implementation of the management actions recommended in the audit reports. Observers will support the auditor during the implementation and closing of findings by auditees.

SOX Compliance

- Act as back up to the J-Sox Officer in reviewing the monthly management assessments on the J-SOX controls and help maintaining and reporting on the J-SOX controls.
- Learn to use the J-SOX management software tool.

Continuous improvement

- Monitor the trends and developments in the internal audit area.
- Conduct ad-hoc investigations and reviews as requested by senior management or the Board of Directors.

Reporting

- Report on internal control issues to the Internal Audit & J-SOX Manager and Risk & Compliance Committee.

Compliance

- Understand requirements from compliance preferably major countries in EMEA.
- Make compliance activities effective and efficient by knowing business requirements, operations, processes across organization.
- Plan compliance audit and execute and escalate major issues to management

Profile Description

The internal audit team requires qualified individuals with expertise aligned with the Code of Ethics and International Standards (IPPF).

Internal auditors must possess advanced internal auditing skills, effective communication, project management, analytical strength, and negotiation abilities.

For newcomers, the IIA Certificate in Internal Audit and Business Risk offers essential training, taking approximately one year to complete.

The Certified Internal Auditor (CIA) is a globally recognized postgraduate award, requiring three exams and IIA membership.

Candidates need a Master's degree in accounting, finance, technology, or an equivalent education and training combination.

Strong knowledge of compliance, risk management, COSO, and internal controls is essential.

Proficiency in IT (MS Office, SAP), excellent communication and presentation skills, and ethical standards are required.

The ability to identify sensitive issues, plan effectively, and handle competing priorities is crucial.

The internal auditor should have a strong analytical approach, flexibility, stress resistance, and the willingness to travel.

Offer

We offer you an exciting position as a Internal Auditor in our EMEA HQ in Leuven, Belgium.

You'll join a passionate Internal Audit team, with colleagues who will guide you to further develop your skills.

We offer an environment that values quality products and care for patients and health care professionals at its heart, together with a competitive salary and benefit package such as a company car, incentive and insurances.

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