



**About CarFirst:** CarFirst is transforming the way cars are traded in Pakistan with a network across the country and aspirations to expand geographic footprint locally and internationally. CarFirst is a very well-funded organization. We are in operation since 2016 and have been able to raise two of the largest VC investment rounds from some of the most prestigious investors from across the world.

### **Duties and Responsibilities:**

- Conduct audits in a timely manner, highlighting areas (audit issues and recommendations) which assist CarFirst in improving the existence and effectiveness of internal controls, reliability and integrity of financial & operational information, compliance to local policies, instructions & guidelines, as well as local laws, and efficient use of company resources & assets
- Will be physically visiting the above-mentioned locations for stock takes, inventory count and other internal audit tasks.
- Document audit work in an organized, accurate and concise manner, clearly supporting the conclusions reached in the audits performed.
- Maintain confidentiality and sensitivity of information pertaining to the company.
- Assess, understand and evaluate risk together with determining whether associated controls are designed effectively.
- Document work papers and test results
- Validate issues with supporting evidence and corroborate factual accuracy with auditees and/or colleagues.
- Carry out regular follow-up with the department to update the status of outstanding recommendation and ensure timely implementation
- Maintain up-to date and orderly filing for all documents, correspondences, reports and other material, ensure all the new processes improved overtime are running in a correct manner. (Compliance checks of processes)
- Carry out other special assignments as directed by the Head from time to time.
- During audits progress to inform on audit results through clear and concise communication and getting commitment on action plans to address the improvement areas identified. (Supporting the Risk & Internal Controls Manager for better reporting)
- Assist Team Leader to perform risk based audit planning via review different sources of information (i.e. KPI's and interviews with key stakeholders).
- Assist in assessing new projects business risks and financial feasibility. Help in implementation of risk & control department new initiatives.

### **Who are we looking for:**

- 2 years of audit experience preferably Internal Audit
- 1-2 years of operational experience (Finance, Accounting, Corporate Performance).
- ACCA or part qualified ACMA / CA
- Strong grip on MS office, specially excel and ppt.
- Strong interpersonal skills to be able to build excellent working relationship with other departments.
- Ability to analyze financial data and perform data analysis for completeness, integrity and accuracy. (Assist in bringing newer ideas)
- Interest in Auto Motive industry.
- Should be ready to travel nationwide for audit purposes.

### **What do we offer:**

- A unique experience in an entrepreneurial, yet structured environment
- The opportunity to become part of a highly professional and dynamic team working on the best practices from around the world
- An unparalleled personal and professional growth as our longer-term objective is to train the next generation of leaders for our future internet ventures
- Local and international exposure with our partner ventures and global offices
- Benefits: PF, Group Medical, EOBI etc.

**Compensation:** PKR 30,000/ month-PKR 40,000/ month

**Location:** Karachi

Interested candidates can apply on <https://careers.carfirst.com/job/internal-audit-associate>.