



**Generali Life Assurance  
Philippines, Inc.**

**JOB DESCRIPTION**

Internal Audit Department



[generalilife.com.ph](http://generalilife.com.ph)

# Job Description


Job Description			
<b>Position Title</b>	:	Audit Assistant Manager	<b>Department</b> : Internal Audit
<b>Position Holder</b>	:		<b>Reports to</b> : CEO
Job Scope / Position Summary			
<p><b>Purpose of this Role:</b></p> <ul style="list-style-type: none"> <li>Provides an independent and objective assurance on the effectiveness and efficiency of the company's risk management processes and internal controls.</li> <li>Supports in developing and executing the Audit Plan.</li> <li>Assessor of internal control levels and sound risk management and governance practices of the company.</li> </ul> <p><b>No. of subordinates:</b> 0</p> <p><b>Financial and Non-Financial Key Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>Annual Audit Plan</li> <li>Completion of Annual Audit Plan</li> <li>Timeliness of Audit Report Issuance in accordance with the Group Audit metrics</li> <li>Compliance with Group Audit Methodology in all audit engagements</li> <li>Completion of individual development plan</li> <li>Audit Project Completion Rate</li> <li>Audit Closure of Resolution Rate</li> <li>Audit Report Submission Compliance (within 20 working days from the last day of audit fieldwork)</li> </ul> <p><b>Key Challenges:</b></p> <ul style="list-style-type: none"> <li>Requires extensive data analysis and problem-solving skills</li> <li>Requires conversing and negotiating with higher levels managers and executives, on a regular basis</li> <li>Requires a great deal of self-discipline when assigned to solo audit projects</li> <li>Availability of audit clients and their timeliness in providing the audit requirements</li> <li>Tight deadlines, often interrupted by unplanned engagements (e.g. fraud investigation)</li> </ul> <p><b>Usual Contacts:</b></p> <ul style="list-style-type: none"> <li><b>Internal Contacts: (Senior Executives/ Head of Audit – Asia/ Audit Committee)</b> Discussion of status of audit plan, audit issues and status of management action plans. Frequency is occasional.</li> <li><b>Internal Contacts: (Heads of Business Units)</b> Discussion of audit scope, walkthrough of processes, obtaining documentary evidences for review, discussion of the result of the review (issues/ recommendations/ and action plans), and follow up of implementation of action plans. Frequency is occasional.</li> <li><b>External Contacts: (External auditors)</b> Collaboration for combined assurance, best practices, new regulations and emerging risks. Discussion of audit findings and audit opinion, clarification of IFRS standards and/or new tax regulations. Frequency is occasional.</li> </ul>			

Main Responsibility		Key Result Area
1	<p>Audit Plan</p> <p>a. Responsible for Annual Risk Assessment and Audit Plan approval.</p> <p>b. Responsible for the execution of the Annual Audit Plan.</p> <p>c. Responsible for ensuring adherence to the audit methodology in all audit engagements.</p> <p>d. Responsible for maintaining client relationships throughout the lifecycle of audit engagements.</p>	Completion of Annual Audit Plan
2	<p>Audit Report</p> <p>Responsible for the timely reporting of the results of the audit engagements to Senior Management and the Board.</p>	Timely Issuance of Audit Reports
3	<p>Fraud Investigation</p> <p>Responsible for leading the investigation of fraud cases and reporting the results to the Senior Management and the Board.</p>	Fraud Investigation Report
4	<p>Audit Issues</p> <p>Responsible for the effectiveness of the issue follow up process.</p>	Timely Closure of Audit Issues
Qualification and Experience Requirement		
<b>Education</b>	:	<ul style="list-style-type: none"> <li>• University graduate with a degree in Accounting</li> <li>• Certified Public Accountant (CPA)</li> <li>• Preferably with Certified Internal Auditor (CIA) designation</li> </ul>
<b>Experience</b>	:	<ul style="list-style-type: none"> <li>• At least three years audit experience gained in the financial services industry or with a reputable audit firm</li> <li>• Preferably with insurance background</li> </ul>
<b>License/Certifications</b>	:	
<b>Skills</b>	:	<p>A. Technical Competencies</p> <p>1. Business process know how: Knowledge and understanding of the insurance market, the basic insurance principles and the ability to apply them; Knows the competitive landscape and industry/market trends; Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, and information affecting his/her business and organization; knows the competition; is aware of how strategies and tactics work in the marketplace.</p> <p>2. Product Knowledge: Knowledge and understanding of product features, benefits and exclusions; Familiarity with processes &amp; procedures in group insurance</p> <p>3. Strategic Thinking: Ability to think conceptually and to "see the big picture". It involves taking calculated risks based on realities or existing issues as they impact the strategic direction of the department and organization</p> <p>4. Data Presentation: Ability to gather and present information using appropriate format, graphical illustrations, etc. to create professional and high quality reports; Can prepare reports to management, minutes of meetings, discussion points with other functional areas, replies to third parties</p> <p>5. Data Management: Ability to deploy data privacy policies, quality measures, storage protocols and governance, aligned to business needs. Identify &amp; resolve</p>

	<p>data inconsistencies across applications, eliminate issues, and govern master data transforming it into useful/actionable intelligence; manage data life cycle; Can define &amp; document business requirements; Able to manage &amp; safe keep records</p> <p>6. Corporate Governance: Knowledge of responsibilities, accountabilities, culture and structure of an organization, for effective oversight (corporate governance); Understanding governance principles, the sources of law and regulation relating to the organisation come from, what they require and what impact they have</p> <p>7. Data privacy: Ability to adhere to the local, regional &amp; global standards for permissible use of personal data</p> <p>8. Regulatory management: Knowledge of the insurance code and Insurance Commission circulars; Knowledge of SEC regulations</p> <p>9. Innovation Strategy: Knowledge of different innovation methods (e.g. Design Thinking, Accelerators, etc.) and of the role played by innovation in the overall strategy. Ability to align the company's strategic vision with innovation investments to support growth; Driven for continuous learning and knowledge improvement.</p> <p>10. Managing Change: Able to make change happen and manage organizational culture; Able and willing to adapt to evolving contexts, take on new tasks and new challenges; Understands the needs and barriers to adopting change; Promotes and champions change; Is able to do impact analysis of changes needed; Responds to market and business changes that affect the project and business; Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.</p> <p>11. Strategic Partnership &amp; Life Cycle Management: Ability to proactively manage the entire relationship lifecycle with strategic partners (data, tools and information) to accelerate the execution of joint activities and ensure coordination of efforts leveraging synergies; Can assist business units use technology to achieve outcomes, improve processes, and define competitive differentiation;</p> <p>12. Developing People: Ability to develop people through coaching, mentoring &amp; delegating; Able to manage development of people and leaders, and build talent;</p> <p>13. Ethics and Values: Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches; Operates in a professional and ethical manner with customers and vendors</p> <p>14. Fraud Detection: Knowledge of fraudulent activities and ability to recognize internal controls for the purpose of detecting, correcting, and preventing frauds.</p> <p>15. Managing risk: Knowledge of processes, tools and techniques in identifying, assessing and controlling an organization's exposure to risks of various kinds. Ability to apply this knowledge appropriately to diverse situations.</p> <p>16. Accounting: Knowledge of accounting standards, methods, processes, and tools for auditing purposes.</p>
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	<p>B. Behavioral Competencies Lifetime Partnership Behavior</p> <ol style="list-style-type: none"> <li>1. Ownership - An act with proactivity and passion for excellent performance</li> <li>2. Simplification - Make things simple, adapt quickly and take smart decisions</li> <li>3. Human Touch - Partner with others, showing empathy and team spirit</li> <li>4. Innovation - Embrace differences to make innovation happen</li> </ol>
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**Line of Command**

Approved by:	Acknowledged by: 
Line Manager	Employee <b>PRINCESS KAYE D. SANTIAGO</b>
Date:	Date: 06/05/2020