



# Notice of Position Opening

External/Internal

Full Time

**Title:** Assistant Auditor  
**Posting Number:** S-088  
**Posting Date:** February 5, 2024  
**Reporting to:** Assistant Audit Manager  
**Grade Level** S1

## Application will be accepted up to February 20, 2024

Firestone Liberia is looking for Assistant Auditor to plan, organize and execute audit engagements as per audit plan and assignment.

### Responsibilities

- Assists Sr. Auditor\Auditors\Jr. Auditors in periodic compliance and substantive audits with in FSLB.
- Assists Sr. Auditor\Auditors\Jr Auditors to conduct audits or system reviews of individual operating department.
- Assists in the routine or special reviews of internal controls as assigned by management.
- Assists in the evaluation of the adequacy and effectiveness of internal controls.
- Assists Sr Auditor\Auditors\Junior Auditors plan and execute complete reviews of limited audit assignments, or conduct reviews of portion of extensive audit assignments in accordance with accepted professional standards and company policies and procedures.
- Assists in determining the direction of thrust of the audit effort.
- Assist in the preparation of audit program.
- Assists in determining the audit procedures to be used.
- Assists Sr Auditor\Auditors\Jr Auditors to conduct follow-up reviews of audits completed by local and corporate auditors.

Maintains the departmental audit files and working papers in a systematic, organized and orderly manner. **Requirements**

- Strong mathematical and analytical skills, organizational and leadership abilities, integrity, and reliability
- Excellent time management skills
- Excellent Word, Excel, PowerPoint, Outlook, Internet skills
- Working knowledge of Microsoft Office (MS Word, MS Excel, MS Power Point), Data Analytics
- Fluent in written and spoken English (Good report writing skills).
- Proactive and problem-solving attitude

### Educational Qualifications

- AA Degree or equivalent in Accounting or Business Management with emphasis in auditing courses, proven experience as an auditor, in depth understanding of auditing and control practices
- BBA Degree in accounting or business management, analytical skills, professional certifications in Auditing, Accounting, and Fraud are added advantage

### External Applicant Experience

- 4 years of relevant experience working in audit function in a Public, Private or Corporate Entity
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### Internal Applicant Experience

- 4 years of general experience in senior role closely related to audit responsibilities

Send resume (max. 3 pages) to: [FSLBHR@bfusa.com](mailto:FSLBHR@bfusa.com)

Human Resources Department

Firestone Liberia LLC

Please reference this posting number on all documents: S-088

**NOTE: Only short-listed candidates will be invited.**