**ComClark Network and Technology Corporation**is a premier provider of customer-focused Information and Communication Technology (ICT) and Broadcast services and solutions. It offers services in networking infrastructure, integration of multi-platform computing environments, facilities management and broadband implementation. Its vision is to be a leading world-class ICT/BROADCAST unified technologies provider. Through its dynamic organization and leading edge ICT/BROADCAST solutions, it is positioned to meet the requirements of its targeted market segments. It delivers on the promise of credibility through experience; reliability through expertise and excellence in product and service alternatives and delivery.

**Audit Specialist**

The Audit Specialist is responsible for the planning and execution of specific audit activities under area of assignment. He/she provides technical expertise of sufficient competence on the area to be audited; consults and reports to the Audit Team Leader and Unit Head.

**Primary Responsibilities:**

* Sets audit objectives and scope to have approved by the Audit Unit Head.
* Pre-plans the audit in accordance with the scope and complexity of the area under review.
* Determines audit resource requirement.
* Directly monitors and supervise the Audit Assistants.
* Conducts and records audit activities, evidence and findings.
* Checks daily collection report of subsidiaries under area of assignments. Verifies validity,completeness and timeliness of all deposits (system and documents)
* Checks all Official Receipts (ORs) of assigned subsidiaries. Verifies completeness of OR series and     validity of OR details (system and documents)
* Performs random and spot audit of cash funds
* Conducts inventory audit for store, warehouses, branches and other locations. Reconciles inventory  variances.
* Checks credit and debit memos (CM/DM), special accounts and demo accounts
* Visits out-base subsidiaries and branches
* Does periodic audit of accountable forms, both used and unused forms
* Conducts  annual audit for fixed assets
* Monitors audit progress and issues.
* Ensures that all objectives have all been accomplished and all conclusions are properly supported.
* Finalizes audit files and ensures that all supporting documentation is properly retained.
* Suggests improvements to the system, business processes and controls.
* Drafts and seeks approval for a formal  Audit Report.
* Performs follow-up works as necessary subsequent to the audit.
* Performs other related duties as assigned.

**Interested and qualified applicants may send their resume to Ms. Nika Dosono at** [**hr.clark@convergeict.com**](mailto:hr.clark@convergeict.com)