

SCHEDULE OF DUTIES

Role and Responsibilities

To be responsible to the Chief Executive Officer, the Audit Committee and/or the Board for the putting in place such procedures and control measures to mitigate the risk of fraud, malpractices and abuses in the Authority.

Duties:

1. To develop an effective internal audit control and implement risk based internal audit processes in order to review and the effectiveness of control, governance processes and risk management of the Authority.
2. To assess the reliability, security, integrity and effectiveness of the Mauritius Cane Industry Authority's financial and management information, and the systems and operations producing this information.
3. To keep adequate record of audit working papers.
4. To review established procedures, systems and records and propose improvements.
5. To prepare the internal audit's programme and monitor its implementation.
6. To review compliance with regulatory/statutory framework and internal regulations.
7. To carry out analytical review during the course of internal auditing as part of the substantive procedures and to highlight fluctuations.
8. To report on the reliability, integrity and effectiveness of Authority's internal control processes.
9. To foster constructive working relationship and mutual understanding with management, external auditors and the Audit and Risk Management Committee.
10. To carry out adhoc appraisals, investigations, audit reviews at the request of the Board, Audit and Risk Management Committee or the Chief Executive Officer.
11. To prepare a risk-based audit plan in consultation with the Audit and Risk Management Committee.
12. To identify and evaluate risk areas and make appropriate recommendations to minimise risk and to assess the effectiveness of risk management processes.
13. To review compliance with the Code of Corporate Governance for Mauritius.

14. To assess the means of safeguarding Mauritius Cane Industry Authority's assets.
15. To liaise with external auditors regarding operational and financial audits and assist in facilitating the External Audit Review conducted annually.
16. To add value to the organisation through the implementation of ongoing processes improvements.
17. To report on the implementation of decisions taken by the Investment Committee.
18. To prepare final Report of Audit and to follow up on recommendations.
19. To train, manage and lead the audit team.
20. To use ICT in the performance of his duties.
21. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Internal Auditor/Senior Internal Auditor in the roles ascribed to him.