



Securities and Exchange Commission of Sri Lanka (SEC) is responsible for the creation and maintenance of a fairly, orderly, efficient and transparent capital market while ensuring of professional standards. The SEC is looking for a dynamic, resilient, self-motivated team player with integrity and a positive work attitude for the following position.

## HEAD OF INTERNAL AUDIT Manager Grade

### Job Objective:

Reporting to the Commission's Audit Committee, the Head of Internal Auditor ensures the Commission's internal control systems are adequate, effective, and compliant with regulations and provides objective assurance that internal controls, governance and accounting processes are operating effectively.

### Overall Responsibilities:

- Develop the annual risk-based audit plan and present it to the Commission's Audit Committee.
- Implement and monitor internal audit policies, procedures and guidelines and report to the Commission's Audit Committee.
- Develop and continuously evaluate internal controls for improvement in policies and processes.
- Review of the reliability and integrity of financial and operating information.
- Review of systems established to ensure compliance with policies, procedures, laws and regulations.
- Review of the means of safeguarding the assets of the SEC.
- Appraisal of economy, efficiency and effectiveness of each division, functions, activities and projects.
- Assessing the different risks of the SEC and reviewing the process of risk management.
- Prepare & present comprehensive audit reports on a periodic basis and follow up on audit recommendations.
- Seamless internal audit stakeholder relationship management.

### Skills and Competencies:

- Strong analytical, written/verbal communication, presentation, interpersonal skills.
- Skills in auditing techniques, accounting and management principles.
- Prior experience in organizing, planning, managing and supervising the audit functions and preparing audit reports.
- Strong Computer literate.

### Qualifications:

- Member of a recognized professional Accounting Body or Bachelor's degree from a recognized University in Finance, Accountancy or Management.
- A class and a Master's Degree qualification will be an added advantage.
- Proven record of 8 years of assistant managerial or executive experience in the relevant field.

Candidates should be aged between 30 and 45. The upper age limit will not be applicable to internal applicants or candidates from government sector organizations.

Please submit your application with the names and contact details of two non-related referees, by registered post to the following address or email your curriculum vitae to [recruitments@sec.gov.lk](mailto:recruitments@sec.gov.lk) on or before **01<sup>st</sup> April 2025** stating "the position" on top left hand corner of the envelop or of the subject line of the email. Selection will be by way of an interview and only the short-listed candidates will be contacted. Canvassing in any form will be disqualification.

**The Director General**  
**Securities and Exchange Commission of Sri Lanka**  
**Level 28-29, East Tower, World Trade Center**  
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**Website : [www.sec.gov.lk](http://www.sec.gov.lk)**