

Job Title:	Finance Audit Officer	
	<i>Dependence:</i>	<i>Finance</i>
	<i>Reports to:</i>	<i>Board Audit, Risk & Governance Committee through Company Secretary</i>
	<i>Subordinates:</i>	<i>Nil</i>
Job Objective:	<p><i>To independently manage and execute risk management, audit, and compliance functions within aviation ground handling operations, ensuring adherence to regulatory requirements, strengthening internal controls, and supporting operational integrity and safety.</i></p> <p><i>The position operates as a second-line assurance function, maintaining independence from operational management and preserving a clear separation from Internal Audit.</i></p>	
Main outcomes: Enterprise Risk Management (ERM)	<ul style="list-style-type: none"> • <i>Develop, implement, and continuously improve the Enterprise Risk Management framework.</i> • <i>Establish and maintain an enterprise-wide risk register with clearly defined risk owners.</i> • <i>Identify, assess, and monitor strategic, operational, regulatory, and safety-related risks.</i> • <i>Facilitate structured risk assessments across all departments.</i> • <i>Align ERM processes with the organization's Safety Management System (SMS) to ensure consistency and avoid duplication.</i> 	
Internal Controls & Assurance	<ul style="list-style-type: none"> • <i>Independently evaluate the effectiveness of internal controls and operational procedures.</i> • <i>Identify control gaps and recommend risk-based improvements.</i> • <i>Monitor and report on the implementation of corrective actions.</i> • <i>Conduct compliance reviews and thematic risk assessments (non-audit assurance activities).</i> 	
Compliance & Regulatory Oversight	<ul style="list-style-type: none"> • <i>Monitor and ensure compliance with applicable aviation regulations, laws, and internal policies.</i> • <i>Maintain compliance frameworks, procedures, and control mechanisms.</i> • <i>Track regulatory changes and ensure timely implementation.</i> • <i>Provide advisory support to management on compliance obligations and risk exposure.</i> • <i>Ensure alignment with aviation standards, including those issued by International Air Transport Association (e.g., ISAGO) and International Civil Aviation Organization (e.g., Annex 19 – Safety Management).</i> 	
Reporting & Advisory	<ul style="list-style-type: none"> • <i>Prepare timely, accurate, and high-quality risk and compliance reports for senior management and the Board.</i> 	

	<ul style="list-style-type: none"> • Provide practical, risk-based recommendations to support decision-making. • Ensure timely escalation of high-risk issues (within defined thresholds).
Governance, Ethics & Independence	<ul style="list-style-type: none"> • Operate with full independence, objectivity, and professional integrity. • Maintain unrestricted access to records, systems, and personnel. • Administer and monitor compliance with the organization's Code of Conduct. • Support whistleblower processes and ensure appropriate handling of ethical concerns. • Identify and manage conflicts of interest. • Escalate significant risks, breaches, and control failures directly to senior management and the Board.
Investigations & Continuous Improvement	<ul style="list-style-type: none"> • Conduct investigations into compliance breaches, incidents, and control failures. • Support root cause analysis and recommend corrective actions. • Monitor industry developments and regulatory updates. • Recommend continuous improvements to frameworks, policies, and procedures.
Other Related task	<ul style="list-style-type: none"> • Work collaboratively with Management teams to embed a risk-aware and compliance-driven culture. • Any other relevant duties assigned.
Authority & Independence	<ul style="list-style-type: none"> • Full and unrestricted access to all organizational records, personnel, and systems. • Authority to escalate matters directly to the Board Audit, Risk & Governance Committee. • Freedom from operational influence in performing duties. • Accountability for maintaining independence, objectivity, and ethical conduct at all times.
Key Performance Indicators	<p>Risk Management</p> <ul style="list-style-type: none"> • ≥ 95% of enterprise risks identified, assessed, and documented • Quarterly updates of risk register (100% compliance) • Reduction in high-risk exposures year-on-year <p>Compliance</p> <ul style="list-style-type: none"> • Zero regulatory breaches • ≥ 95% compliance with applicable regulatory requirements • 100% timely submission of regulatory reports <p>Internal Controls & Assurance</p> <ul style="list-style-type: none"> • ≥ 90% of control gaps addressed within agreed timelines • Reduction in repeat findings year-on-year <p>Governance & Reporting</p> <ul style="list-style-type: none"> • 100% on-time submission of Board and management reports • Escalation of high-risk issues within 48 hours <p>Audit Coordination</p> <ul style="list-style-type: none"> • ≥ 90% of Internal Audit findings closed within agreed timelines <p>Ethics & Culture</p> <ul style="list-style-type: none"> • 100% of reported ethical breaches investigated and resolved

		<ul style="list-style-type: none"> Increased staff awareness and engagement in compliance initiatives (measured via surveys or training completion rates)
Qualification	Education:	<ul style="list-style-type: none"> Bachelor's Degree in Accounting, Aviation Management, Risk Management, or related field Professional certification (IIA, CPA, or equivalent) preferred
Experience	Minimum five (5) years' relevant experience in audit, risk, compliance, or aviation operations	
Knowledge & Skills	<ul style="list-style-type: none"> Strong understanding of aviation regulatory frameworks, including International Air Transport Association standards (e.g., ISAGO) and International Civil Aviation Organization requirements (e.g., Annex 19 – SMS) Knowledge of Enterprise Risk Management frameworks and internal control systems Strong analytical, investigative, and problem-solving skills Ability to operate independently and exercise sound professional judgment Excellent communication, reporting, and stakeholder engagement skills 	
Key Competencies		<ul style="list-style-type: none"> Integrity and ethical judgment Independence and objectivity Critical thinking and risk awareness Attention to detail Influencing and stakeholder engagement
Working Conditions:		<ul style="list-style-type: none"> Office-based with regular exposure to operational (airside/landside) environments May be required to respond to operational incidents and urgent investigations Occasional extended hours to meet audit and compliance deadlines