

Medicover is a healthcare company that helps many thousands of people in Central and Eastern Europe, Germany and UK, to improve and sustain their health. We have been caring for the health of the region's inhabitants since 1995, and now we are present in 14 countries: Belarus, Bulgaria, Georgia, Hungary, Germany, Moldova, Poland, Romania, Russia, Serbia, Sweden, Ukraine, Turkey and UK.

Medicover is dedicated to providing care of the highest quality, delivered with integrity, kindness and respect.

As the largest private sector employer of medical professionals. Medicover is built on the approach of offering seamless healthcare services, we both provide and coordinate all primary and specialty care, diagnostic testing, hospital services and follow-up care.

**Currently we are going to extend our internal audit team and we are looking for:**

**Group Junior Auditor**

**Responsibilities:**

- assisting the Senior Auditor in conducting audits of all activities, identifying risks and key control points and in evaluating the effectiveness and efficiency of the system of internal control during the internal audits
- to collect, compile and conduct preliminary data analysis under supervision of Senior Auditor
- to prepare and/or collect appropriate documents (work papers) showing the extent of the examination, a basis for the selection of tests performed and the results of the tests performed
- to perform and document the test transactions under the supervision of Senior Auditor, preparation of Excel spreadsheets with the test transactions
- to assist the Senior Auditor in the analysis of data to help the auditor to formulate the opinion on the system/performance
- to assist the Senior Auditor in the follow-up and review of the corrective measures taken by the management
- maintaining the audit database and correspondence logs, files and filing systems for the Internal Audit
- participating in the Risk Assessment process conducted by the Group internal audit
- assisting in any special project that the Internal Auditor is working on

**Requirements:**

- completed university degree in finance or economy (must)
- recent graduates or up to 2 years of work experience in finance & accounting related matters, willing to further develop career in internal audit
- experience in auditing (internal or statutory), internal controls is appreciated
- analytical mindset with the focus on details
- good communication skills
- ability to handle sensitive information
- very good computer skills (Word, Excel, Power Point)
- manage own time and ensure engagement deadlines and objectives are met
- fluency in Polish and English
- willing to travel (travelling in Europe) – each audit lasts max 2 weeks, there may be 4-6 audits/year that will require travelling abroad

**We offer:**

- working in the strong international company in a team of 5 people but expected to be extended
- areas of responsibility which are both interesting and challenging
- very good possibilities for the carrier growth
- training programs, talent management programs
- possibility to learn from the senior audit team all on the internal auditing
- gathering experience from different countries, different cultures, different locations and different business lines (clinic business, laboratory business, health insurance business)

To apply for this opportunity, please send your resume to [karolina.arska@medicover.pl](mailto:karolina.arska@medicover.pl)

I hereby give consent for my personal data included in my application to be processed by Medicover Sp. z o.o. for the purposes of the recruitment process under the Personal Data Protection Act as of 29 August 1997, consolidated text: Journal of Laws 2016, item 922 as amended.