



# All Peoples Church

**& World Outreach**

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar  
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | [contact@apcwo.org](mailto:contact@apcwo.org) | [www.apcwo.org](http://www.apcwo.org)

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## INTERNAL AUDITOR

### SUMMARY

As an Internal Auditor you will provide systematic and disciplined approach of control and governance processes of APC's accounting department and operations. You will be accountable for the examination and evaluation of our accounting and operations and report findings back to management regarding possible improvements and corrections. Internal Auditor will perform accounting audits on a daily, weekly, and monthly basis. Ensure that APC's finances are in perfect order. You will possess a thorough knowledge of accounting procedures and a sound judgement.

### VISION

APC is a family church, an equipping center and a world outreach. Our goal is to nurture, disciple, equip and empower God's people to fulfil their God appointed purpose. You will serve in fulfilling this vision among the local church community.

### SCOPE

This will cover auditing of APC's accounting and operations from Bangalore, and across all its ministries across India.

Please review the APC Organization Chart available on OUR TEAM page ([apcwo.org/about-us/our-team](http://apcwo.org/about-us/our-team)).

### ROLE DESCRIPTION

The responsibilities of the Internal Auditor role include but are not limited to the following:

1. Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.
2. Develop plan for internal audit of accounting and operations, execute plan and share reports with management.
3. Acquire, analyze, and evaluate accounting documentation.
4. Audit all inventory owned by APC periodically.
5. Prepare and present reports that reflect audit results and document process.
6. Act as an objective source of independent advice to ensure validity, legality, and goal achievement.
7. Identify loopholes and share risk aversion methods and cost savings.
8. Maintain open communication with management.
9. Conduct follow up audits to monitor improvements in accounting and operations.



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10. Engage in continuous knowledge development to ensure best practices, tools, techniques, performance standards and compliance in APC's accounting and operations.

## QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- BSc/BA in Accounting, Finance, or relevant field (master's degree in finance or relevant field preferred).
- Certified Internal Auditor, preferred.
- 2+ years of professional experience including conducting internal audits and reporting.

## KNOWLEDGE & SKILLS REQUIREMENTS

- Fluency in Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.).
- High level interpersonal communication, influencing and relationship-building skills.
- Excellent analysis, data reporting and writing skills.
- Ability to manipulate large amounts of data and to compile detailed reports.
- Exceptional accounting skills.
- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail.
- Keeping abreast with regulatory changes and industry standard.
- Ability to work independently and as part of a team.

## ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- Being able to work under pressure and meet deadlines.
- Willingness to work long hours when required.

## OPPORTUNITIES

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
- Volunteer at APC.

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness. For more information about All Peoples Church & World Outreach, please visit: [apcwo.org](http://apcwo.org)

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*Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!*