



Athens, March 28<sup>th</sup> 2018

**Call for expression of interest for the position of the Internal Audit Manager of  
Hellenic Corporation of Assets and Participations S.A.**

The Hellenic Corporation of Assets and Participations S.A. ("HCAP" or the "Corporation") operates in the public interest in accordance with the rules of private industry.

In order to fulfill its purpose, the Corporation shall act in an independent, professional and entrepreneurial manner, with a long-term vision in achieving its results, in accordance with its Rules of Procedure; it shall also act to guarantee full transparency, with a view to enhancing the value and improving the performance of its assets, as well as generating revenue.

Furthermore, the Corporation shall promote reforms of public undertakings, inter alia, through restructuring, good corporate governance and transparency and by fostering accountable administration, social responsibility, sustainability, innovation and good corporate practices.

The Corporation may take any necessary steps to achieve its purpose within the framework provided by Law 4389/2016.

The Corporation intends to appoint an Internal Audit Manager. In accordance with article 192 par. 2(b) of Law 4389/2016, the Board of Directors of the Corporation is the correspondent corporate body for the appointment of the Internal Audit Manager.

**Announcement**

The purpose of this call for expression of interest is to attract candidates with the appropriate profile for the position of Internal Audit Manager.

**Job Description**

The Internal Audit function of the Corporation is regulated in accordance with the Rules of Procedure of the Corporation, and in particular the chapter "Performance Auditing Framework", which stipulates that the internal audit activities should comply with the international professional standards of internal audit as defined by the International Institute of Internal Auditors.

The Internal Audit Manager shall report to the BoD of the Corporation.

The Internal Audit Manager's responsibilities shall include, in accordance with the Rules of Procedure, the following:

- Update of corporate policy and procedures on internal audit issues.

- Preparation of an annual audit plan summarizing activities, man-hours and annual financial budget for the audit function based on a risk assessment, which are both submitted to the Audit Committee and the Board of Directors for approval.
- Conduct of periodic, scheduled and / or extraordinary audits to the organizational units of the Corporation, the frequency and depth of which are determined according to the annual audit plan.
- Audit of the financial information procedure, including the relevant information systems.
- Communication and cooperation with external auditors, including any regulatory authority of the Corporation, or any subsidiary thereof.
- Informing in writing, at least once a quarter or earlier where necessary, the Audit Committee and thus the Board of Directors, of the audits conducted, their findings and the degree of implementation of management decisions.
- Constantly monitoring whether the appropriate actions agreed have taken place, in order to correct any deficiencies or resolve any problems found during previous audits.

### **Qualifications and Requirements**

Candidates should demonstrate that they meet the following criteria and have the qualifications and skills as described below:

- University degree in Finance or other science. Post graduate degree (MBA, MSc) will be considered additional qualification.
- CIA Professional Certification. Other certifications such as CFE, CPA, CFSA, CCSA, CISA, ACCA are considered additional qualification.
- At least 10 years of professional experience in providing internal audit services to a large enterprise or an audit firm.
- Excellent command of Greek and English languages.
- Very good command of MS Office applications. Knowledge of auditing applications is considered as an additional asset.
- Demonstrate management and leadership skills, excellent oral and written skills, effective communication with senior management and the Board of Directors.
- Demonstrate strong understanding of the roles and responsibilities of internal audit in International Professional Practices Framework (IPPF). Familiarity with Risk and Compliance Management principles.
- Indisputable professional and personal ethics, integrity and confidentiality are considered as prerequisites.

### **Deadline / Terms & Conditions**

Interested candidates are requested to send to the address mentioned below until **April 17<sup>th</sup> of 2018**, a detailed CV, in English, accompanied by a cover letter stating the reasons why they consider themselves appropriate for this post.

Applications must be sent exclusively via e-mail to: [hr\\_ia@hcap.gr](mailto:hr_ia@hcap.gr).

The Internal Audit Manager will be appointed subject to the absence of any personal or legal conflicts and restrictions.

All applications will be treated as strictly confidential. For information regarding HCAP, please visit the website: [www.hcap.gr](http://www.hcap.gr)