

19 December 2018

Dear Sir/ Madam,

**Employment Reference Letter –**

I confirm that (Employee ID# ) is employed by as a Senior Consultant from 17 July 2017 till date.

I further confirm that the total remuneration received by is AUD 95000 per annum and she is required to work 37.5 hours per week on a full time employment basis.

Position(s) held by her are listed below:

Position	Period	Annual Remuneration (AUD)
Senior Consultant 3	1 October 2018 – Present	\$ 95,000
Senior Consultant 2	17 July 2017 – 30 September 2018	\$ 89,000

She is responsible for the following responsibilities:

- Assisting client organizations to perform their internal audits across different business units.
  - Examining, verifying, evaluating and reporting on operational and managerial business and IT processes, systems and outcomes to ensure financial and operational integrity and compliance.
  - Evaluating the risks of operational processes, activities, policies and systems and providing recommendations.
  - Reporting to client management on the existence and effectiveness of the system of internal controls.
- Establishing audit objectives, designs and implements audit methodologies, processes and audit report criteria.
- Providing independent insights into risk management, governance and suggesting controls mitigating the identified risks
- Identifying and applying relevant professional standards and regulatory requirements.
- Discussing reports with client business units and issues reports recommending performance or control improvements.

Manager, Advisory, Financial Service