



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——工程审计岗位

所属部门：审计室

汇报机制:纪检室（审计室）负责人

岗位职责：

1. 研究起草审计室基建及修缮工程全过程审计、投资审计等审计工作计划和规章制度，并按相关规定开展审计工作；
2. 基建及维修工程的工程量清单及招标控制价：对招标项目的招标文件、工程量、综合单价进行审核把关，对项目合理性进行审计，对有施工风险的工程提前指出风险点，有效规避风险；
3. 中小型维修工程的价款结算审计：现场勘查、初审、送审及复核；
4. 大型基建工程的全过程跟踪审计或监督复核：针对工程建设管理关键环节，在合同管理、建设项目施工管理、工程联系单管理、中期变更款项审计、分包项目结算审计等方面有针对性地提出整改意见和建议；
5. 已完成的基建工程项目：对项目的履行流程、合同内容、价款结算审计内容进行审计；
6. 整理工程等审计资料，建立审计档案；
7. 其他领导交办的有关事项。

必备条件：

1. 学历要求：工程造价、审计相关专业本科学历及以上
2. 职称要求：中级职称及以上
3. 工作年限：5年以上

优先条件：

1. 有高校审计经历优先考虑
2. 有全过程跟踪审计经历优先考虑
3. 具有造价工程师或注册会计师（CPA）执业资格者优先考虑



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Job Description – Engineering Audit Position

Department: Audit Office

Report to: Associate Director, Office of Supervision

Responsibilities:

1. Research and draft the investment auditing work plans and regulations for the infrastructure and repair projects, and carry out auditing work in accordance with relevant regulations;
2. Review and check the bidding documents, engineering quantity, and comprehensive unit price of the bidding projects, audit the rationality of the projects, and point out the risk points in advance for projects with construction risks;
3. Price settlement audit of small and medium maintenance projects: site survey, preliminary review, submission and review;
4. The follow-up audit or supervision review of the whole process of large-scale infrastructure projects: for key aspects of project construction management, provide rectification opinions and suggestions in the areas of contract management, construction project construction management, project contact list management, mid-term change audit, subcontracted project settlement audit, etc.
5. Audit the project's implementation process, contract contents, and price settlement audit contents;
6. Organize audit data such as engineering and establish audit files;
7. Other related matters assigned by leaders.

Required Qualification:

1. Bachelor degree or above major in Engineering or related
2. Intermediate title and above
3. At least 5 years' working experience

Preferred Qualification:

1. Audit experience of universities is preferred
2. Whole process follow-up audit experience is preferred
3. Class I Cost Engineer or CPA is preferred