



SMEP Microfinance Bank Limited is a dynamic Christian based Bank regulated by the Central Bank of Kenya, whose **Mission** is *“To empower our customers through provision of market driven financial solutions”*, with over 40 outlets across the country.

We are inviting applications from interested and suitably qualified candidates who are passionate about transforming lives in the society, to fill the following position:

1) HEAD OF INTERNAL AUDIT, RISK & COMPLIANCE : - HR/23/05/19

Reporting to the Board and the Chief Executive Officer, the role will oversee and review the Banks' Enterprise wide risk management, Compliance and internal control systems, evaluate the level of compliance with set Policies & Procedures, statutory and sector regulations. The role holder will also be responsible for the Banks' overall Enterprise wide risk management and compliance framework.

Key Duties & Responsibilities

- Formulating and implementation of the Enterprise wide risk management, Compliance and Internal Audit framework & policies.
- Align the Risk management, compliance and Audit strategies to the Bank's Overall strategy.
- Identify and assess potential risks to the institution's operations and activities.
- Review the adequacy of internal controls established to ensure compliance with policies, plans, procedures, business objectives and regulatory requirements.
- Contribute to the development of projects, selected according to the risk involved and benefits; by confirming that the company's methodology is followed and that, in particular, adequate controls are incorporated.
- Continuous monitoring of compliance with internal policies, procedures and guidelines by thorough regular and comprehensive Risk and Control Assessment and testing.
- Review the application and effectiveness of risk management procedures and risk assessment methodologies.
- Secretary to the Audit and Risk Committee
- Prepare and implement Internal Audit Plans and programmes
- Champion Information Systems Audit as well as communication, operating procedures, back up and disaster recovery
- Safeguarding of Bank assets by ensuring that the liabilities and expenditure are controlled.
- Follow up internal and external audit recommendations to make sure that effective remedial action is taken.
- Carry out ad hoc investigations and reviews based on audit findings or as requested by the Board and Management.

- Check the accuracy and reliability of the information reported to the Management and the Board.
- Review and provide assurance on the implementation of sound financial internal controls systems.
- Support the Finance Department in preparation of monthly and annual finance reports.
- Keep track of new trends in the industry and advise management accordingly.
- Participate in corporate governance processes.

Qualifications

- Must have a Bachelor's and a Master's Degree in Commerce or Business related field from a recognized university.
- Must be CPA (K) or ACCA finalist
- Must be a Certified Information Systems Auditor
- Must be member of the Institute of Certified Public Accountants of Kenya (ICPAK), Information System Audit and Control Association (ISACA) and The Institute of Internal Auditors.

Key Qualities, Competencies & Experience

- Must have at least **eight (8) years experience in Internal or External Audit, Risk & Compliance management**; three (3) years of which must have been in a Management position, in a reputable organization or a CPA practicing Firm.
- Must have previous experience in conducting systems Risk assessment and audits in a highly digitized environment
- Must have Leadership and people development skills
- Strong interpersonal, negotiating and problem solving skills, and customer service orientation.
- Good communication skills
- Excellent report writing and presentation skills
- Excellent at Delivering and owning results
- In-depth experience in data mining and analysis
- Previous experience with T24 Banking system will be an added advantage
- Previous experience in the financial sector audits will be an added advantage
- Between the age of **35 to 45 years**
- Applicants must be committed to Christian values with a passion to serve

HOW TO APPLY

Qualified and interested candidates who meet the criteria should download the "Job Application Form" at www.smep.co.ke/opportunities, and send their filled applications to recruitment@smep.co.ke. The deadline for applications is **Friday 7th June, 2019**. Only shortlisted candidates will be contacted.