INTERNAL AUDIT DEPARTMENT

**Job description for Information Systems Auditor,
Madison Group**

Position classification and description:
Title: Information Systems Auditor
Grade: Senior Supervisor

Summary:
Under indirect supervision of the internal audit manager, performs detailed evaluation, risk assessment, internal control and audit reviews of computer information systems. Provides quality assurance in technology acquisition, implementation and sign off of IT projects. Consults with management and staff on computer information systems operational issues.

Duties and responsibilities:
1. Planning and scoping of annual and ad hoc IS audits in liaison with the Head of Department.
2. Conduct IS risk assessments to identify inherent and potential risks and ensure implementation of mitigation measures.
3. Preparing detailed IS Audit planning memoranda, audit programs and procedures for each IS audit assignment which may include IS network reviews, Business application systems review, Database reviews, IS security reviews, IS development/acquisition reviews, IS processes review etc.
4. Execute IS audit assignments and document well referenced working papers and evidence for each IS audit assignment in accordance with IS audit standards and best practice to ensure confidentiality, integrity and availability of data and business applications (ITGC and Application Controls).
5. Preparation of high quality audit reports and PowerPoint presentations on IS audits, IS risks and opportunities and discuss the same with management.
6. Perform information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
7. Perform audit follow-up and tracking of open audit findings to ensure that audit findings are closed within the agreed timelines.
8. Participate in providing quality assurance in technology acquisition, implementation and sign off of IS projects.
9. Recommend revisions to audit procedures to enhance efficiencies. Review internal controls throughout the group by evaluating the adequacy of system controls and recommend improvements.
10. Assist in extraction and analysis of audit data using data analytical tools and CAATs to improve IA department's efficiency and productivity.
11. Assisting and training other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
12. Acquire knowledge (professional development) on the developments related to IT sector's laws, regulations, best practices, tools, techniques and audit standards.
13. Conduct operational, compliance, financial and investigative audits, as assigned.
14. Perform other related duties as assigned.

Minimum Job Requirements:
- A degree from a recognized University preferably in Computer Science or a related field with at least 4 years' relevant experience.
- Professional qualifications: Certified Information Systems Auditor (CISA), AND Certified Public Accountant (CPA).

Knowledge, Skills and Abilities Required:
- Proficient in using computer software and applications (e.g., ACL, TeamMate, Idea, SQL, Ms Office etc.)
- Experience in audit of ERP (Oracle, SAP) and DB would be an added advantage.
- Ability to engage with senior management and staff on audit matters.
- Ability to gather data, compile information, and prepare reports.
- Knowledge of auditing concepts and principles.
- Knowledge of software requirements for the auditing of computing systems and procedures.
- Knowledge of computer systems development and programming.
- Ability to persuade and influence others.
- Ability to perform operational/financial audits and investigations besides IS audits.
- Ability to work under minimal supervision
- Good written and oral communication skills
- Knowledge of current technological developments/trends in information systems and information security

How to apply:
Qualified candidates should apply to lbett@madison.co.ke and cc to hr@madison.co.ke on or before 26/08/2019.