

VACANT POSITION – MANAGER - INTERNAL AUDIT

REPORTING RELATIONSHIPS:

Position reports to: Functionally to the Board Audit Committee and administratively to the C.E.O

JOB PURPOSE

Reporting functionally to the Board Audit Committee and administratively to the C.E.O, the Internal Auditor provides independent and objective services that protect and strengthen internal controls and assurance on effectiveness of corporate governance practice.

RESPONSIBILITIES

- Performance Management of direct staff
- Improve efficiency and effectiveness in all areas of Audit
- Provision of up to date information to Board Audit & Risk Committee on all areas of Audit

MAIN ACTIVITIES

ACCOUNTABILITY	OUTPUT
1. Audit Planning and Support-(20%)	<ul style="list-style-type: none">➤ Prepares audit plan manuals➤ Preparing annual internal audit plan which responds to the risk areas within the organization➤ Provide regular audit briefs to Management and BARC➤ Coordinate control related activities together with Enterprise Risk and Compliance
2. Audit Management -(50%)	<ul style="list-style-type: none">➤ Plan, scope and budget individual audit assignments➤ Review strategic priorities and activities of the organization

	<p>and identify potential risks to the organization</p> <ul style="list-style-type: none"> ➤ Review implementation of action points in the risk register ➤ Formulation and implementation of internal audit policies and procedures ➤ Develop and communicate the vision for each assignment by defining goals, objectives and oversee performance ➤ Lead meetings and effectively interact with staff ➤ Review and compose timely audit reports for management and BARC ➤ Train, mentor, develop and motivate Audit team ➤ Establish relationships with process owners and functional departments ➤ Liaise with external auditors and supervisory committee and follow up on their recommendations ➤ Identify appropriate job training and development programs ➤ Devise and recommend effective systems for control and management of audit function especially as they relate to Sacco's capital and recurrent expenditure
<p>3. Audit Execution -(10%)</p>	<ul style="list-style-type: none"> ➤ Create Audit programs and work papers to ensure quality and consistency ➤ Appraise society's compliance ➤ Undertake investigations on frauds and irregularities at management request ➤ Liaising with external auditors & heads of department and ensuring

	<p>that recommendations in the audit reports are implemented</p> <ul style="list-style-type: none"> ➤ Carries out risk analysis ➤ Implement Performance management of direct staff ➤ Undertake regular spot audit checks and inspection of sensitive areas ➤ Supervise regular audits to ensure laid down procedures are updated and adhered to ➤ Carry on other duties assigned from time to time
<p>4. Procedures, Controls & Advisory- (20%)</p>	<ul style="list-style-type: none"> ➤ Advising the BOD & Management on effective controls and fraud prevention measures ➤ Producing timely quarterly audit reports with recommendations ➤ Represent internal audit on various project teams and provide sound advice on security policies, procedures, controls and project risks while maintaining audit independence ➤ Ensure compliance with regulatory framework

JOB SPECIFICATIONS

Academic Qualifications

- Bachelor of Commerce in Auditing or Accounting option or related degree,

Professional Qualifications

- CPA(K), ACCA

- CISA will be added advantage

Work Experience

- Minimum 3 years audit experience in a busy audit organization

Technical Skills

Technology skills: Computer proficiency in computer application, especially in computerized Internal Audit Techniques, computerized accounting and financial systems and spreadsheets

Knowledge of Sacco operations: Well round knowledge of Sacco wide operations and processes and excellent knowledge of Sacco policies and procedures

Risk Management

Ability to anticipate and mitigate risk by developing appropriate risk management policies

Audit Standards and Legislations

Excellent knowledge of International Accounting and Audit Standards, and Legislations

Compliance and Regulatory Framework

Top notch understanding of regulatory issues, reporting and operational requirement as provided by SASRA, Min of cooperatives, etc.

Conceptual and Analytical Skills

Ability to quickly grasp and understand systems and keen to detail

Personal Attributes

- Results and achievement oriented: Strive to achieve results, enjoy measuring others outputs, being measured and judged on performance standards and those of others he leads
- Personal ethics: Must be honest, fair, just but firm with himself/herself, and of high integrity
- Negotiation skills: Must be a good negotiator, particularly in changing behavior and work practices but always Win/Win
- Communication and Interpersonal skills: Well developed oral and report-writing skills, ability to work with, lead and build motivated teams
- Human Resource Management Skills: Leadership skills, team building and ability to train, develop and mentor staff