



...towards a prosperous future together

## **EXTERNAL ADVERTISEMENT**

### **INTERNAL AUDIT ASSISTANTS**

Stima DT SACCO is seeking to recruit a qualified, dynamic, initiative-taking, and result-oriented individual to fill the above position.

#### **Job Summary:**

Responsible for planning and professional performance of audit assignments including tests of controls and/or tests of details including financial audits and compliance with Society's policies and procedures.

#### **Key Tasks & Responsibilities:**

1. Developing the scope of scheduled internal audit reviews and document internal audit work programs for approval by the Internal Audit Manager.
2. Conduct internal audit procedures in accordance with approved Internal Audit Work Programs and prepare reports documenting the findings and recommendations.
3. Conduct regular compliance testing on Society operations to ensure adherence with approved policies, procedures as well as statutory requirements.
4. Assists in conducting special audits and investigations.
5. Carry out follow-ups to ensure proper and timely implementation of adopted internal audit recommendations.
6. Any other duties as may be assigned from time to time.

#### **Person Specifications:**

##### **Academic Qualifications:**

Bachelor's degree in Accounting, Finance, Information Systems or equivalent .

##### **Professional Qualifications:**

A professional Accounting, Auditing, Risk Management, or Information Systems qualifications such as Certified Public Accountant (K), Association of Chartered Certified Accountants, Chartered Financial Analyst, Certified Internal Auditor, Certified Information Systems Auditors among others.

##### **Experience:**

Five (5) years relevant experience.

##### **Knowledge, Skills & Attributes:**

- Excellent interpersonal, communication and presentation skills with the ability to interact effectively at all levels of management.
- Excellent report writing skills.
- Strong Business and Financial Analytical skills
- Knowledge of computerized audit techniques

#### **Key Results Areas:**

- Submission of accurate, timely and relevant reports. .
- Compliance with quality standards in all assignments undertaken.

**Qualified applicants should apply on or before 5.00pm on Friday, 22<sup>nd</sup> September 2023 using the link provided in the Society Website.**

***Only Shortlisted applicants will be contacted.***