



JOB DESCRIPTION

Internal Auditor

General Accountability

Under the guidance of the Internal Auditor Manager, the incumbent will assist in evaluating the Organization`s operating controls and policies, financial reporting mechanisms, adherence to regulatory guidelines and key business indicators. The incumbent will also assist the Bank in complying with AML/ POCA regulation and follow up with departmental heads where control weaknesses are noted to gauge progress in remediation.

Duties Include but not limited to;

- Objectively review the organization`s processes, systems, policies and procedures within established timelines.
- Assess the Bank`s Governance, Risk Management, and Control Processes and make appropriate recommendations to improve weaknesses identified.
- Determine internal audit objectives and scope for engagements.
- Develop internal audit programs for engagements.
- Assess risks (existing and emerging) at the various stages/levels in the organization and make appropriate recommendations to mitigate risks.
- Prepare written reports to communicate the audit results in established timelines.
- Maintain sufficient (factual and adequate), and convincing working papers to support audit conclusions and opinions.
- Conduct follow-ups with Management to ensure audit recommendations are executed and the tracking register updated.

- Utilize appropriate audit techniques in completing audit engagements.
- Protect against fraud and theft of the organization's assets
- Assess the organization's compliance with relevant laws, statutes, regulations, and policies and procedures.
- Evaluate the efficacy of the Bank's risk management procedures that are currently in place.
- Attends training classes or seminars to stay current with matters relevant to the job function.
- Performs other tasks and duties as assigned.

Key Performance Indicators (KPIs)

- Number of assignments completed on time.
- The quality of audit reports produced (factual, clear, concise that identifies significant issues).
- The timeliness of communicating issues that may arise during an engagement and appropriate actions taken or recommended to resolve those issues.

Qualification and Experience

- Sound knowledge of the Co-operative Society's policies, procedures and standards specifically those relating to Audit and assurance
- Experience in conducting Audit, Accounting, Compliance or Risk Management in a financial, banking or Investment institution.
- Bachelor's Degree or equivalent in Accounting, Finance or Business Administration
- Thorough knowledge of the Acts and Regulations governing the Society (e.g. Co-operative and Friendly Societies Act, Proceeds of Crime Act (POCA), Anti Money Laundering (AML).

Skills

- Ability to read and interpret financial reports, legal documents, laws and regulations.
- Ability to communicate effectively, both orally and in writing.
- Analytical skills and an ability to pay keen attention to details.
- High level of professionalism, integrity and confidentiality.
- Ability to evaluate, initiate and make decisions within scope of position.
- Planning and organizing skills
- Communication and presentation skills
- Detailed knowledge of Co-operatives Society Policies and Procedures
- Knowledge of Audit tools and analysis.

Reporting Relationship

Reports to directly: The Internal Auditor Manager

Reports indirectly to: Board of Directors,