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INTERNAL AUDITOR – JOB REF. NO. BAMBURI WANANCHI IA/ 2 / 2023

BAMBURI WANANCHI SACCO a regulated NWDT Sacco is seeking to fill the position of The Internal Auditor (IA)

Descriptions and roles:

The Internal Auditor will be responsible for ensuring that all Sacco operations are in compliance with existing legislations, Sacco rules, Regulations, Policies and procedures. He/ She will have the overall responsibility to manage the Sacco's internal audit function, providing an independent and objective appraisal of Sacco's financial, operational and internal control activities. Key Responsibilities

- i. Formulating and implementing the internal audit strategy to evaluate the Sacco's operating standards.
- ii. Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.
- iii. Perform follow up audits to monitor management's interventions
- iv. Conducting ad-hoc and special audit of systems and financial transactions. e) Advising the board on audit, risk and control issues.
- v. Report functionally to the board of directors and administratively to the CEO.
- vi. Meet individual and society targets set by the board of directors
- vii. Liase with external auditors when audits are undertaken
- viii. Providing support both technical and secretarial to the Supervisory committee in the performance of its duties.
- ix. Preparing and presenting accurate internal audit reports to the board of directors.
- x. Proactively keeping the board of directors and management staff aware of emerging trends regarding internal controls, risk management, governance and internal auditing.
- xi. Support effective operations of the Sacco and be properly aligned to the Sacco growth initiatives
- xii. Any other duties that may be assigned by the board of directors or the CEO

Qualifications and skills

- i. Minimum KCSE C+ and above.
- ii. Certified Public Accountant CPA (K).
- iii. First degree in accounting, business or equivalent will be an added advantage.
- iv. Registered with ICPA(K)
- v. Knowledge of Computerized Audit Techniques and experience in system audit
- vi. 3-5 years relevant working experience at a senior level in a busy credit and accounting environment preferably within the cooperative movement.
- vii. Adequate knowledge of regulatory framework in the financial/ sacco sector will be an added advantage.
- viii. Proven knowledge of auditing standards and procedures laws, rules and regulations.
- ix. Advanced computer skills on MS Office, MIS
- x. Strong/excellent analytical skills
- xi. Ability to work independently and effectively under pressure and within tight deadlines
- xii. Excellent communication and interpersonal skills
- xiii. Unquestionable integrity and strong ethical standards
- xiv. Minimum age of between 25-35years

How to apply:

All applications shall be addressed to the Chairman of the Sacco not later than **22nd August 2023**. Applications received after the closing date shall not be accepted. Apply through the email: **wananchi.sacco@lafargeholcim.com**

- Application letter
- Updated CV with a list of three referees.
- Copies of certificates
- Certificate of good conduct
- CRB certificate

Only shorted listed candidates will be contacted