

PART TIME INTERNAL AUDITOR – JOB REF. NO. BAMBURI WANANCHI IA/ 3 / 2025

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

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.
- v. Advising the supervisory committee on audit, risk and control issues.
- vi. Report functionally to the supervisory committee and administratively to the CEO.
- 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 directly to the supervisory committee and through the CEO to the board of directors.
- x. Proactively keeping the supervisory committee and the board aware of emerging trends regarding internal controls, risk management, governance and internal auditing.
- xi. Any other duties that may be assigned by the supervisory committee or the CEO

Qualifications and skills

- i. Certified Public Accountant CPA (K).
- ii. Bachelor's degree/Diploma in Finance, Accounting, or a related field.
- iii. Knowledge of Computerized Audit Techniques and experience in system audit
- iv. 3-5 years relevant working experience at a senior level in a busy credit and accounting environment preferably within the cooperative movement.

- v. Adequate knowledge of regulatory framework in the financial/ sacco sector will be an added advantage.
- vi. Proven knowledge of auditing standards and procedures laws, rules and regulations.
- vii. Advanced computer skills on MS Office, MIS
- viii. Strong/excellent analytical skills
- ix. Ability to work independently and effectively under pressure and within tight deadlines
- x. Excellent communication and interpersonal skills
- xi. Unquestionable integrity and strong ethical standards

All applications shall be addressed to the Chairman of the Sacco not later than **29th August 2025**. Applications received after the closing date shall not be accepted. Apply through the email: **wananchi.sacco@bamburigroup.com**

- Application letter
- Updated CV with a list of three referees.

Only shorted listed candidates will be contacted