| JOB DESCRIPTION | |
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| Position Title | **INTERNAL AUDITOR** |
| Location | **KIAMBU** |
| Role Overview | The internal auditor will objectively assess the business' finance, operations, and risk management aspects to ensure they comply to expeted standards and advise on improvement areas. |

**ROLES AND RESPONSIBILITIES**

- Evaluating financial records, business processes, accounting practices, and normal operational standards to ensure they comply to regional standards.
- Conduct internal audits to identify and evaluate risks.
- Assess business processes and advise on improvement areas.
- Assess business compliance to applicable statutories and regulations on finance and industry needs.
- Provide indipendent and objective assessment of organization's finance, operations, and internal controls.
- Provide the management with accurate audit reports highlighting finings, conclusion, and recommendation for top management.
- Collaborate with interdepartmental teams to develop and implement risk management strategies.

**DESIRED QUALIFICATION & EXPERIENCE**

**EDUCATION**

- B. A Accounting/ Finance or related course
- Professional certification  such as Certified Internal Auditor
- Excellent analytical, problem-solving and critical-thinking skills.
- Ability to work independently or in a team.
- 2+ years of experience in internal auditing or related financial roles.
- Strong understanding of Kenyan accounting standards, taxation and regulatory requirements.
- Proficiency in using audit management software and data analysis tools.
- Experience in developing and executing audit plans and evaluating internal control systems.
- Proficiency in preparing and reviewing financial documents and audit reports.
- CPA completed or ACCA Part 2.

**KNOWLEDGE AND SKILLS**

**SKILLS**

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| • Excellent Communication and Interpersonal Skills<br>• Excellent time management and organizational skills.<br>• Attention to details<br>• Proficient problem-solving skills.<br>• Professionalism.<br>• High ethics and trustworthy. |

| **KEY PERFOMANCE INDICATORS** | |
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| **KEY RESULT AREA** | METRICS |
| **Compliance Auditing** | • Ensuring adherence to regulatory requirements and internal processes.<br>• Percentage of compliance audits completed on time.<br>• Number of compliance violations identified.<br>• Accuracy of compliance audit reports.<br>• Implementation rate of compliance recommendations. |
| **Risk Assesssment** | • Number of risk assessments conducted annually.<br>• Effectiveness of risk mitigation plans implemented.<br>• Reduction in identified high-risk areas over times. |
| **Financial Auditing** | • Financial statement analysis and reporting<br>• Timeliness and accuracy of financial audit reports.<br>• Identification of financial irregularities or fraud cases.<br>• Feedback from external auditors on the quality of financial audits.<br>• Improvement in financial reporting processes based on audit recommendations. |
| **Process Improvement** | • Continous process improvement initiatives.<br>• Number of process improvement projects initiated annually.<br>• Time and cost savings achieved through process enhancements.<br>• Reduction in errors or inefficiencies in key operational processes. |