JOB DESCRIPTION	
Position Title	**AUDITOR**
Location	**OUTSKIRTS OF NAIROBI**
Role Overview	The auditor will purpose to assess the business' finance, operations, and accounting standards to identify and propose risk management aspects that comply with expected standards.

ROLES AND RESPONSIBILITIES

- Conducting Audit Checks: Performing audits of financial records and accounts to identify errors, inefficiencies, and non-compliance with laws, regulations, and internal policies.
- Conduct audit checks on business' ERP system regarding daily, weekly, and monthly transactions.
- Verifying Transactions: Examining business accounts, reports, and ERP-related transactions to ensure the propriety and accuracy of financial transactions and payments.
- Risk Management: Identifying and evaluating organizational risks, developing risk mitigation strategies, and ensuring compliance with risk management frameworks.
- Compliance & Controls: Assess business compliance to applicable statutory and regulations on finance and industry needs.
- Reporting: Preparing detailed audit reports, observations, and recommendations for management.
- Follow up on the implementation of audit report recommendations.
- Fraud Investigation: spearhead investigations on instances of fraud, implementing anti-fraud guidelines, and reporting findings to the relevant authorities.
- Data Analysis: Collecting and analyzing data from financial accounts, systems, and reports to support audit conclusions.
- Evaluating financial records, business processes, accounting practices, and normal operational standards to ensure they comply to regional standards.
- Assess business processes and advise on improvement areas.
- Provide independent and objective assessment of organization's finance, operations, and internal controls.
- Collaborate with interdepartmental teams to develop and implement risk management strategies.

DESIRED QUALIFICATION & EXPERIENCE

EDUCATION

- Bachelors degree in Accounts

- Professional certification of a Certified Internal Auditor
- CPA completed or ACCA Part 2

EXPERIENCE

- 2+ years of experience in internal auditing or related financial roles.
- 2+ years of experience as an accountant
- 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.

KNOWLEDGE AND SKILLS

SKILLS

- Excellent Communication and Interpersonal Skills
- Excellent analytical, problem-solving and critical-thinking skills.
- Ability to work independently or in a team.
- Excellent time management and organizational skills.
- Attention to details
- Strong understanding of Kenyan accounting standards, taxation and regulatory requirements.
- Professionalism.
- High ethics and trustworthy.

KEY PERFOMANCE INDICATORS

KEY RESULT AREA	METRICS
Compliance Auditing	• Ensuring adherence to regulatory requirements and internal processes. • Percentage of compliance audits completed on time. • Number of compliance violations identified. • Accuracy of compliance audit reports. • Implementation rate of compliance recommendations.
Risk Assessment	• Number of risk assessments conducted annually. • Effectiveness of risk mitigation plans implemented. • Reduction in identified high-risk areas over times.

Financial Auditing	• Financial statement analysis and reporting • Timeliness and accuracy of financial audit reports. • Identification of financial irregularities or fraud cases. • Feedback from external auditors on the quality of financial audits. • Improvement in financial reporting processes based on audit recommendations.
Process Improvement	• Continous process improvement initiatives. • Number of process improvement projects initiated annually. • Time and cost savings achieved through process enhancements. • Reduction in errors or inefficiencies in key operational processes.