

## JOB DESCRIPTION

<b>Job Title</b>	:	Internal Audit Officer
<b>Reports To:</b>	:	General Manager - Internal Audit
<b>Department</b>	:	Internal Audit

### **Job Summary:**

Responsible for audit, assessing compliance to policy and procedures and reporting any deviations.

### **Duties and Responsibilities:**

- Organize and contribute in the process risk assessment workshops for target audit areas and document the results for effective audit planning and execution.
- Develop appropriate audit tests aimed at addressing identified risks and achieving the desired audit objectives as per the agreed audit plan with a view to providing assurance that such risks are effectively managed/ mitigated.
- Make maximum use of computer assisted audit tools in automation of processes for use by the entire audit department.
- Quality assurance to ensure that all work delivered, including working papers both meet the standards required as well as support the audit findings, recommendations and conclusions
- Draft suitable audit reports highlighting key control weaknesses, non-compliance with procedures and management policies and regulatory requirements, among others on those areas audited.
- Participate in Departmental meetings to evaluate new developments in GA and the industry that may require modification of the audit approach as well as discuss the on-going audit progress and any challenges faced.
- Prepare audit plan for specific audit assignments and implement in consultation with GM Internal Audit and other functional heads within GA to ensure completion of assignments within agreed schedule.
- Participate in the development of the annual Internal Audit Plan.
- Ensure follow up and disposal of agreed audit recommendations logged from previous audits.
- Participate in the BAC file preparation.
- Maintaining effective relationships with business management.
- Research audit tools and leading audit practices as well as reviewing the current practices in the department to ensure conformity with International Standards and Best Practices.
- Review of fraud trends in conjunction with relevant stakeholders (including GM Internal Audit) and direct development of appropriate audit strategies for this risk.
- Periodic review of risk based audit process. Continue to update awareness of risk issues and changes across relevant business units and use this knowledge to amend audit approach where necessary



- Review documentation; approval and communication of policies and procedures as well as providing consultancy on their risk related elements.

**Job Holder Specifications:**

***Education/Qualifications:***

- CPA PART III
- A Business-related degree is essential

***Working Experience:***

- At least 2-year experience in auditing

If you meet the above minimum requirements, send your c.v to [careers@gakenya.com](mailto:careers@gakenya.com) indicate the position applied for on the email subject line to be received on or before 15<sup>th</sup> December 2023. Only shortlisted candidates will be contacted.