

MANAGER, INTERNAL AUDIT

Reporting to the General Manager (Internal Audit), he/she will be responsible for designing, implementing, evaluating and reporting on the internal controls within the Fund. He/she will be expected to plan, manage and perform specialized investigative audits.

KEY RESPONSIBILITIES:

- Formulate and maintain strong internal audit programs, process and procedures and strategies;
- Formulate the annual Audit Plan and present it to the Audit Committee for approval;
- Review and approve audit programs and planning memorandum for individual assignments;
- Manage performance of audit assignments, review audit reports and present the same to the Board;
- Perform preliminary planning and establish direction for audits, providing leadership and manage the process to acceptable outcomes;
- Coordinate and interact with external auditors and conduct audit entry and exit discussions;
- Monitor and review the execution of individual audit assignments;
- Develop and spear-head anti-fraud strategy in collaboration with the compliance function;
- Plan and coordinate timely performance of special audit investigations and forensic audits in the Fund as necessary;
- Prepare board papers on Internal Audit activities;
- Prepare terms of reference for assignments and participate in the evaluation of consultants; and
- Coordinate the presentation of consultant's report to the Senior Management and the Board's Audit Committee.

JOB REQUIREMENTS/SPECIFICATIONS:

- Master's Degree in Finance, Economics, Statistics, Project Management, Business Administration or any other relevant qualification from a recognized institution;
- Bachelor's Degree in Finance, Economics, Statistics, Project Management, Business Administration or any other relevant qualification from a recognized institution;
- Professional qualification such as CIA, CISA, ACCA, CPA (K), CRMA, PRM or equivalent from a recognized institution;
- At least ten (10) years' work experience, five (5) of which should be in a senior management position;
- Membership to a relevant and accredited professional body such as ICPAK, ACCA, IIA or any other relevant qualification; and in good standing;
- Leadership Course from a recognized institution or a Certificate in Corporate Governance;
- Proficiency in computer applications; and
- Fulfilled the requirements of Chapter 6 of the Constitution.

COMPETENCIES:

- Integrity;
- Communication skills;
- Leadership skills;
- Organizational skills;
- Problem solving skills;
- Analytical skills;
- Problem solving skills;
- Observation skills