



## **INTERNAL AUDITOR - NKCC/HR./IA/245/01/03/2024**

### **Job Purpose**

Reports to the Chief Manager Internal Audit, Risk and Compliance. The auditor will assist in undertaking reviews of the company's business processes and provide independent and objective assurance to management on the effectiveness of the risk management, governance, and internal control processes.

### **Key Responsibilities**

- Participate in the development and implementation of effective internal audit strategies, policies, and procedures.
- Contribute to the preparation of the risk-based annual audit plan for approval by the audit and risk management committee.
- Prepare audit reports on completion of each audit engagement to ensure timely issuance to management for implementation of recommended actions.
- Evaluate the progress and effectiveness of the action taken to implement audit recommendations received from both internal and external audits.
- Assist in the preparation of quarterly audit reports for the Audit and Risk Management Committee of the Board.
- Execute special audits and investigations.
- Evaluate the performance of staff in the department to ascertain efficiency and effectiveness in work performance in meeting the objectives of the function.

### **Qualifications and person specifications**

- Have a minimum period of eight (8) years of relevant work experience, of which three (3) must have been at a supervisory level.
- Have a master's degree in business (finance and accounting) or a relevant field from a recognised university.
- Have a bachelor's degree in business administration (finance and accounting option) or a relevant field from a recognised university.
- Have passed Certified Public Accountant of Kenya (K) or its equivalent qualification.
- Be a registered member of ICPAK in good standing.
- Have demonstrated merit and ability, as reflected in their work performance and results.