

# MAKTABA SACCO

## JOB VACANCY:

## INTERNAL AUDITOR



Maktaba Regulated Non-WDT-Sacco Society Ltd whose Mission is to mobilize resources and to offer competitive financial services to the members wishes to fill the following vacant position with a result-oriented, dynamic and self-driven person:-

### INTERNAL AUDITOR

#### Job Purpose

Reporting to the Board, the Internal Auditor will be responsible for ensuring that all Sacco operations are in compliance with existing legislations, Sacco Rules, Regulations, Policies and Procedures.

S/he will have the overall responsibility to manage the Sacco's Internal Audit function, providing an independent and objective appraisal of Sacco's financial, operational and internal control activities.

#### Main duties and responsibilities

- Formulating and implementing the internal audit strategy to evaluate the Sacco's operating standards
- Implement annual audit plan
- Review the implementation of the company policies and procedures to assure compliance with policies and procedures, by laws and other laws
- Design and execute internal audit functions in accordance with conventional audit guidelines and best practices
- Develop and implement risk management framework, strategies, policies and procedures
- Assessment of the Sacco's risks, reliability and integrity of financial and operating information and compliance with operating policies and procedures.
- Liaise with external auditors to enhance efficiency & effectiveness.
- Preparing periodic audit reports for the Board
- Conducting ad-hoc and special audit of systems and financial transactions
- Evaluating the financial and operational procedures of adequacy and effectiveness of internal control systems
- Advising the Board on audit, risk and control issues
- Reporting functionally to the audit committee and administratively to the C.E.O

#### Core Competencies and Skills

- Judgment and decision-making ability
- Accuracy and attention to detail
- Excellent communication and Interpersonal skills.
- Excellent analytical skills
- Self-driven and work with minimal supervision
- Risk analysis skills
- Advanced report writing and presentation skills
- Good IT skills and Proficient in Microsoft office suite
- Unquestionable integrity



#### Qualifications

- Holder of a Bachelor of Commerce degree or its equivalent from a recognized University
- Is a CPA (K) and member in good standing with ICPAK
- A minimum of 3 years relevant experience
- Prior experience and exposure in the Sacco sector desired
- Computer proficiency for MS Office Suite and specialized accounting software.

**Interested candidates who meet the above criteria must submit a detailed updated CV; copies of relevant certificates/testimonials; application/cover letter demonstrating how they qualify for the relevant position and names/contact information for three (3) referees. Via email [info@maktabasacco.com](mailto:info@maktabasacco.com) on or before 30th November 2022.**