

2. Internal Auditor.

Company Description

Stima investment is an investment company registered under the co-operative act whose main mandate is to carry out investment activities using member's funds.

Supervision

The position will report to the Internal Audit risk& compliance Manager

Purpose of the Job

Support the management of the internal audit function, executing audit engagements within specified time to accomplish the internal audit plan ensuring reliability and integrity of information and compliance with policies

Duties and Responsibilities

The Internal Auditor will carry out the following functions:-

Operational Roles and Responsibilities:

- Develop internal control measures and organize regular review of internal control measures;
- Identify and document value add audit findings for discussion with management and eventual inclusion in the audit reports;
- Discuss the audit findings with the auditors and agree on appropriate actions for improvement to the noted short falls;
- Draft the audit report based on the findings discussed with the auditors;
- Track the agreed actions and verify they have been implemented before closing the audit findings;
- Maintain continuous contact with the business units and where appropriate assist in addressing any emerging risks;
- Develop audit programs and testing procedures relevant to risk and test objectives;
- Review reports, financial statements and tax returns;
- Check monthly and final financial statements to ascertain their accuracy and completeness;
- Perform audits of projects undertaken by the Society's with a view to enabling the Internal Auditor to sign-off such projects upon completion, wherever necessary.
- Perform any other duties as may be assigned from time to time

Key Result Areas:

The jobholder's accountability areas are outlined as follows:

- Submission of accurate, timely and relevant reports
- Continuous process improvement of services through efficient working
- Enforcement of relevant guidelines, rules and regulations
- Ensure customer satisfaction for the consumers of the services offered by the department
- Efficient execution of work processes as assigned
- Implementation of an Annual Audit Plan.
- Implementation of a schedule to meet the Operating Audit Plan.
- Compliance to policies, procedures, standards and controls.
- Costs control.
- Ensure internal checks and balances as well as the Society's finances.

Knowledge and Skills Required:

The jobholder must possess:

- A minimum of Bachelor's degree qualifications in Finance or Business related field
- A minimum of five (5) years working in a Finance function with a minimum two (2) years auditing experience in a senior position
- Must have CPA qualifications and a member of ICPAK/ACCA
- Must demonstrate high integrity and ethical practice
- Must demonstrate ability to work independently with minimum supervision.
- Must be a team player who is able to work cordially in teams
- Must demonstrate ability to multitask.
- Must demonstrate commitment to operational effectiveness
- Should have ability to solve problems by applying relevant business knowledge
- Should demonstrate professional expertise in the relevant work area
- Must have the ability to communicate for both written and oral communication
- Must be able to work under pressure
- Must be a flexible person, who is willing to learn and able to work flexible hours to achieve goals

- Must have knowledge in use of MS office packages

Application Details

If you meet the above requirements, please send cover letter, resume current & Expected salary ,certificates and testimonials with position as the subject of your email to: Recruit@stimainvestment.co.ke by 12th July, 2019.