

**JOB TITLE: INTERNAL AUDITOR, REF: LPL/IA/28/03/2023**

**REPORTING TO THE INTERNAL AUDIT SUPERVISOR, THE SUCCESSFUL CANDIDATE WILL:**

1. Participate in planning and implementing audit work plans for all departments in-line with the audit schedules monthly
2. Conduct reviews of all processes to evaluate the adequacy and effectiveness of internal controls.
3. Execute detailed audit procedures including reviewing transactions, documents, records and policies for accuracy and meeting set standards
4. Conduct inventory verification in all locations in different plants.
5. Conduct physical asset verifications within the organization.
6. Conduct evaluation and costing studies as directed by the supervisor.
7. Conduct scheduled and special audits and make recommendations for improvement.
8. Develop more detailed audit techniques and procedures for specific areas assigned if necessary.
9. Schedule contacts with the audited officials and employees on matters relative to audit assignments so they are not unnecessarily disrupted.
10. Present reports and discuss findings and recommendations with the internal audit supervisor
11. Conduct audits by applying the audit principles and procedures as per the guidelines of the Institute of Internal Auditors.
12. Maintain confidentiality and professionalism as per the requirements of an internal auditor.
13. Participate in monthly stock take exercise and conduct spot check audits whenever required.
14. Participate in investigation processes of various cases as per the requirements.
15. Check cash vouchers, bank vouchers, journal vouchers, Material requisitions, Stock transfers and intercompany transfers.
16. Participate in internal and external audits as required accordingly.
17. Check stores purchases by physically verifying the items and handling the vouching for invoices, Purchase requisitions, purchases order and goods receipt note.
18. Identify organizational risk and engage process owners and management team in managing those risks to increase process efficiencies and effectiveness.
19. Submit daily, weekly and monthly reports to the supervisor
20. Any other duties assigned by the supervisor

**EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Business Administration, Commerce or any other related field
- Minimum 3years of working experience in an FMCG or busy environment in the same position.
- A professional qualification in ACCA /CPA is an added advantage
- Knowledge of computerised accounting and auditing record keeping systems

**SKILLS & PROFESSIONAL ATTRIBUTES REQUIRED**

- S/he must have excellent professional, integrity, confidentiality, analytical, conceptual, creativity, innovative, numerical, report writing, communication and customer care skills. Should have a positive attitude, be self-driven, flexible, results focused, work under pressure with minimum supervision and the ability to work extra hours