

JOB DESCRIPTION

JOB TITLE	Internal Auditing Assistant
DEPARTMENT	Internal Audit
REPORTING TO:	Senior Internal Auditor

Summary:

The Internal Auditing Assistant will provide direct support to the Internal Auditor I in undertaking audits of all systems against applicable laws, legislation, regulations and company policies and procedures in accordance with the Department's audit plans.

The incumbent is expected to assist in the preparation of reports as and when required.

Education, Knowledge and Experience

- BSc in Accounting / Finance from an accredited academic institution
- Evidence of formal training in Internal Auditing basic principles and procedures.

- Knowledge of Accounting and Auditing principles and standards
- Knowledge of the Companies' Act and other relevant legislation
- Knowledge of State Financial Regulations
- Working knowledge of project management accounting procedures
- Knowledge of computerized auditing software
- Proficiency in the use of Microsoft Office Tools and any other software as is relevant to job functions.

- Three (3) years' experience in an auditing environment, in either the public or private sectors

OR

Combination of Equivalent Qualifications, Training and Experience

Key Duties & Responsibilities:

- Assists the Internal Auditor I in the implementation of a strong system of internal controls and procedures that will ensure major risks to the Corporation are identified and analyzed.
- Assists the Internal Auditor I in the development of a risk profile for the Corporation and the preparation of an annual audit plan.
- Assists in the undertaking of surprise cash audits as required.
- Assists in the analysis and evaluation of the accuracy of accounting systems and procedures.
- Works with the Internal Auditor I in preparing audit working papers in accordance with standards and requirements.
- Provides support to the Internal Auditor I in the review of accounting systems and controls to be in line with standards and the relevant legislation.
- Conducts research on policies and procedures regarding the safeguarding of assets to inform the decision making process.
- Conducts research on governance policies and procedures to inform the decision-making process,
- Checks and verifies the accuracy and integrity of accounting ledgers.
- Works closely with the Internal Auditor I in the analysis of internal audit controls in the Corporation.
- Assists the Internal Auditor I in the review of new operational systems prior to installation to ensure the new systems function properly, have adequate controls, and are properly documented.
- Assists in the preparation of reports on audit exercises and submits with recommendations in accordance with requirements.
- Assists in the preparation of reports to the Audit Committee of the Board of Directors Assists in the follow-up of management's responses to audit recommendations.
- Performs any other duties related to the job function as may be assigned by the Internal Auditor I or any other senior official of the IAD.

Dimensions and Scope of Role

- Operates within Policies and Procedures of the Corporation
- Operates within the relevant Laws and Regulations – local and international
- Operates within local and international accounting standards

Key Behavioral Competencies

Strategic Perspective: Has an understanding of issues, competitive markets and challenges in the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Workload Management: Ability to contribute to determining measurable goals and objectives; Maintains focus on attaining high levels of performance and achieving results. Plans, prioritizes and organizes time and tasks to meet deadlines. Achieve objectives in an efficient and cost-efficient manner.

Integrity: Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g. sets good example, ethical conduct

Governance/ Compliance: Demonstrates and behaves in accordance with the principles of transparency and accountability in accordance with laws, state and organizational policies and procedures

Communication: Has the ability to communicate in a logical and organized manner at all levels in the organization. Willingly and consistently provide information in an easily understood manner that permits and encourages feedback.

Problem Solving: Is able to analyze complex data or situations, prioritize key issues; creates insightful solutions to problems and ensures proper execution

Personal Attributes: Uses initiative; has the ability to act with minimum supervision; Demonstrates a high level of confidentiality; Has a consistent pattern of satisfactory attendance with strong work ethics.

Customer Focus: Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; Willingness to respond promptly to internal and external needs.