

JOB DESCRIPTION – SENIOR INTERNAL AUDITOR

Job location: Nairobi Kenya

Reporting administratively to the Chief Executive Officer, the Senior Internal Auditor will be responsible for providing systematic, independent and objective assurance to the Board Audit Committee and Board, and ATIDI Management by evaluating and improving the effectiveness of the framework for internal control, risk management, and governance, policies, processes and procedures of ATIDI to ensure that the operations of ATIDI are carried out in a safe manner and aligned to best practice.

Key Duties and Responsibilities:

1. Internal Audit and Controls

- a) Develop a flexible annual audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the Board, through the Audit Committee, for review and approve;
- b) In addition, provide periodic updates on the audit plan to the Audit Committee;
- c) Implement the annual audit plan as approved, including as appropriate, any special tasks or projects requested by the Chief Executive Officer and the Audit Committee;
- d) Review systems and operations to assess the extent to which organizational objectives are achieved and the adequacy of controls in ATIDI including compliance with best practice;
- e) Conduct periodic audit reviews on all processes, operating systems, software, hardware, network and various application systems;
- f) Document and issue periodic reports to Management and to the Board, via the Audit Committee summarizing results of audit activities in an objective, clear, concise and timely manner;
- g) Recommending improvements in procedures and systems to prevent fraud, reduce cost and efficient use of resources.

2. Stakeholder engagement

- a) Keep the Audit Committee informed of emerging trends and developments in internal auditing practices and give recommendations for necessary revisions in internal policies and procedures;
- b) Carry out any ad hoc appraisals, inspections, investigations, examinations or reviews requested by the Chief Executive Officer or Board Audit Committee / Board of Directors;
- c) Advise on appropriate systems of controls in an advisory capacity;
- d) Maintain an efficient working relationship with relevant stakeholders;

Key Performance Indicators

- Variance between planned and actual audit;
- Timely rendition and quality of reports;
- Timely remediation of audit issues across the organisation;
- Exceptions/fraud/irregularities detected and undetected;
- Extent of recovery of fraud loss;
- Creation of fraud awareness/education through sensitization memos;
- Savings per fraud/irregularities detected/prevented;

- Achievement of cost savings and earnings target generated on account of process or activity improvement recommendations by Internal Audit resulting in efficiency;

Job Requirements

Education and Qualifications

- Minimum of a Bachelor's degree (or equivalent) in Accounting, Audit & Finance or related discipline with a professional qualification in e.g. (CA, CPA/ACCA & CIMA);
- Relevant Master's Degree in Finance or Accounting;
- Possession of relevant certification;
- Minimum of 8 years cognate experience, with at least 3 years in a senior capacity;
- Active member of a relevant professional body.

Competencies

- Analytical with auditing & investigation skills;
- Strategic thinking and problem-solving ability;
- Independent minded;
- Accounting and reporting skills;
- Operations (Underwriting, Trade Finance, Political Risk Insurance and Credit Risk Insurance) skills;
- General finance and financial strategy skills;
- Fraud and operational risk knowledge;
- Comprehensive credit skills;
- Audit, insurance and financial services product knowledge exposure;
- Policy and regulatory (self-governing entities) interpretation skill and implementation capability;
- Extensive working knowledge of Microsoft Word, Excel and PowerPoint and Intranet Mailing facility;
- Conceptual skills;
- Demonstrate ATIDI's core values of creativity, unity of purpose, diligence and efficiency, stakeholder first combined with integrity, transparency and accountability;
- Ability to work in a multi-cultural environment;
- Excellent communication (oral, written and presentation) and interpersonal skills; and;
- Fluency in written and spoken English. French will be an advantage.

