

**POSITIONS PROFILE: Internal Auditor I**

<b>Job Title</b>	<b>Internal Auditor I</b>
<b>Reports to</b>	Head, Internal Auditor
<b>Grade</b>	NACC 5
<b>Department</b>	Internal Audit
<b>Business Purpose/Objective</b>	To ensure that the Councils' network of Risk Management, Control and Governance processes as designed and represented are adequate and functioning in the desired manner
<b>Duties &amp; Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Assist in designing, developing and updating the internal audit manual detailing audit plans</li> <li>2. Drawing up audit programmes, prepare draft audit reports, queries and observations;</li> <li>3. Facilitating the periodic review of internal control systems to ensure their adequacy to prevent errors and irregularities;</li> <li>4. Carrying out a review of accounting, financial and budgetary systems;</li> <li>5. Ascertaining compliance with established, policies, plans, procedures and processes in NACC;</li> <li>6. Reviewing and appraising the soundness, adequacy and application of accounting, financial and other operating controls and promoting effective controls;</li> <li>7. Ascertaining the reliability of management data developed within NACC;</li> <li>8. Advising management on matters related to utilization of resources in NACC;</li> <li>9. Any other duties assigned by the Head; Internal Audit.</li> </ol>	
<b>Educational &amp; professional qualification</b>	<ul style="list-style-type: none"> <li>• Have a Bachelor's degree in Accounting or its equivalent from a recognized institution;</li> <li>• Have attained professional qualification of CPA II (K) or its equivalent;</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Have three (3) years' experience in an audit function in a large and reputable organization;</li> <li>• Be conversant with GOK and development partners' procedures;</li> </ul>
<b>Key competencies</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Proficiency in office computer application packages</li> <li>• Knowledge in Computer Aided Auditing Techniques</li> <li>• Excellent writing and analytical skills.</li> <li>• Ability to work under pressure with minimum supervision.</li> <li>• A team player and results oriented</li> <li>• IT proficiency</li> </ul>