



**JOB TITLE:** PRINCIPAL INTERNAL AUDITOR

**VACANCIES:** 01

**SALARY SCALE:** RG 3

**REPORTS TO:** MANAGING DIRECTOR

**JOB PURPOSE:** To ensure that the Corporation's financial and operational management systems and practices are robust, meet Internationally Accepted Standards and that Management and the Board exercise adequate stewardship over URC's assets while avoiding and mitigating any Process Risks.

**PRINCIPAL ACCOUNTABILITIES**

S/No	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
1.	Team Leader for Audit Services and for ensuring adherence to Internationally Accepted Standards for safeguard of the Corporation's assets	<ul style="list-style-type: none"> <li>• Provides effective leadership to staff to ensure effectiveness and adequacy of management controls and compliance with established policies and procedures.</li> </ul>
2.	Developing and proposing audit programmes.	<ul style="list-style-type: none"> <li>• Develops Risk Based audit programmes for the various systems and operational audit to be conducted from time to time</li> <li>• Ensures Comprehensive systems audit programme.</li> <li>• Ensures Comprehensive operational audit programme.</li> </ul>
3.	Studying and documenting the Internal Control Systems at URC, and periodically updating it.	<ul style="list-style-type: none"> <li>• Ensures documentation of URC,'s internal control system to form a benchmark of evaluating effectiveness and adequacy of - management control.</li> <li>• Timeously documents/up-dates URC,'s Internal Control Systems to provide a proactive management system.</li> </ul>
4.	Appraising the system of internal controls and advising on their adequacy.	<ul style="list-style-type: none"> <li>• Carries out evaluation of the internal control system to check on its adequacy or effectiveness.</li> <li>• Timeously reports on the adequacy/effectiveness of the internal controls.</li> </ul>

S/No	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
		<ul style="list-style-type: none"> <li>• Timeously advises/recommends actions to be taken to improve the internal control systems.</li> <li>• Always makes follow-up to ensure implementation.</li> </ul>
5.	Conducting planned audits timely.	<ul style="list-style-type: none"> <li>• Liaises with Chief Internal Audit on implementation of work plans.</li> <li>• Ensure operational or other systems Risk-based audits are conducted as per the department's annual work plan or as directed by Chief Internal Audit.</li> </ul>
6.	Checking and ensuring reconciliation mechanisms are in place by the directorate of Finance.	<ul style="list-style-type: none"> <li>• Checks to ensure timely' reconciliations of all the accounts in the accounts system.</li> <li>• Carries out ad hoc check in reconciliation to confirm compliance with procedures and regulations.</li> </ul>
7.	Preparing periodic or other audit reports	<ul style="list-style-type: none"> <li>• Prepares periodic or other audit reports on all areas covered as may be required by Manager Internal Audit.</li> </ul>
8.	Reviewing compliance with established policies	<ul style="list-style-type: none"> <li>• Carries out procedures and process audits operational areas.</li> <li>• Reviews the Corporation's compliance with established policies, procedures and practices in selected audit areas as guided by Manager Internal Audit.</li> </ul>
9.	Conducting special Investigation Audits	<ul style="list-style-type: none"> <li>• Carries out special investigation audits as directed from time to time.</li> </ul>
10.	Conducting quality audits.	<ul style="list-style-type: none"> <li>• Liaises with Quality Assurance Department to ensure that procurements are done in accordance with the user requirements or specifications.</li> </ul>
11.	Establishing ICT Reporting Standards	<ul style="list-style-type: none"> <li>• Participates in establishing ICT reporting standards and ensures compliance through regular checks and audits.</li> <li>• Monitors compliance with ICT reporting requirements.</li> </ul>
12.	Carrying out ICT Audits	<ul style="list-style-type: none"> <li>• Assess the effectiveness of controls over individual application systems, such as Sun Systems, Proc net, Gateway (Human Resource Payroll systems etc)</li> <li>• Ensures ICT Audits including policies, procedures and systems are conducted</li> <li>• Conducts regular network security intrusion tests.</li> <li>• Ensures systems, network and database securities through proactive audits and advice.</li> </ul>

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13.	Ensure reviews for disaster mitigation.	<ul style="list-style-type: none"> <li>• Conduct disaster preparedness reviews.</li> </ul>
14.	Provides support for ensuring data and system efficacy across all platforms.	<ul style="list-style-type: none"> <li>• Evaluates accuracy of data in different IT systems and all other data sources within URC,</li> </ul>
15.	Ascertaining safeguards for assets	<ul style="list-style-type: none"> <li>• Checks whether there are adequate safeguards for Corporation's resources and whether they are optimally utilized.</li> <li>• Checks risk management on the assets of URC,</li> <li>• Ensures optimal utilization of URC, assets by monitoring usage to eradicate misuse.</li> <li>• Highlights and makes recommendations on excess capacity on assets of URC,</li> </ul>
16.	Conducting procurement audits.	<ul style="list-style-type: none"> <li>• Conducts procurement compliance audits at periodic intervals to ensure that established policies, plans, procedures, laws and regulations are adhered to.</li> </ul>
17.	Ensuring efficiency of External Audits	<ul style="list-style-type: none"> <li>• Carries out pre-external audit tests to anticipate areas of concern to External Auditors</li> <li>• Supports proactive steps by Finance Directorate to address possible areas of concern to External Auditors.</li> <li>• Ensures that pre-audit activities reduce the cost of the Final Audit.</li> <li>• Ensures efficiency of External Audits by anticipating possible queries and preparing answers in advance.</li> </ul>
18.	Carries out any other lawful assignment allocated by the immediate Supervisor.	<ul style="list-style-type: none"> <li>• The jobholder is cooperative and readily responds to any ad hoc tasks assigned to him.</li> </ul>

#### QUALIFICATIONS/REQUIREMENTS

1. A Bachelor's degree in Accounting, Commerce, Economics or Finance from an approved, recognized and reputable university.
2. A Master's degree in Accounting, Commerce, Economics or Finance from an approved, recognized and reputable university **OR** Certified Internal Auditor- CIA is an added advantage.
3. Full professional Membership of a recognized Accounting body e.g., ACCA, CPA, CA and CIMA
4. 8 years relevant work experience with clear increasing level of responsibility in an Audit function of a Government/Parastatal or a reputable large business organization, three (3) of which should have been at senior supervisory level.

### **COMPETENCES**

- a) Wide knowledge and extensive proven experience in Audit Planning and Systems Evaluation
- b) Proven clean record of service and leadership ability.
- c) Skills in computerized Auditing
- d) Ability to prepare and present concise reports;
- e) Must have working knowledge of various computer programmes such as MS Excel, Ms Power point, MS Word and relevant Accounting Packages.