# JOB TITLE: PRINCIPAL INTERNAL AUDITOR

**REPORTS TO: MANAGING DIRECTOR**

**GRADE:**  **RG 3**

**VACANCIES 01**

**JOB PURPOSE:** To ensure that the Corporation's financial and operational management systems as well as its Risk Management processes and practices are robust, meet Internationally Accepted Standards, and that Management and the Board exercise adequate stewardship over the Corporation's assets by mitigating and avoiding substantial risks during its operations.

**ROLES RESPONSIBILITIES AND REQUIREMENTS:**

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| **S/No** | **PRINCIPAL**  **ACCOUNTABILITIES** | **DELIVERABLES** |
| 1. | Team Leader for URC’s audit and risk management services and for ensuring adherence to International Accepted Standards for safe guard of the Corporation’s assets and operations. | * Provides effective leadership to department undertaking the audit and risk management function’s to ensure effectiveness and adequacy of the Corporation’s management processes, controls and mitigations, and compliance with established policies and procedures. |
| 2. | Developing Audit and Risk Management programmes/plans for the Corporation | * Develops and implement comprehensive risk based Audit programmes and Risk Management programmes for various systems and operational activities. * Develops and implement Annual Internal Audit and Risk Plans * Develops department strategies and plans for implement |
| 3. | Documenting the Internal Control/mitigation Systems at URC. | * Ensures documentation of URC's Internal Controls and mitigation systems to form the benchmark of evaluating effectiveness and adequacy of management controls. * Timeously update URC's Internal Control Systems to provide a proactive risk management system. |
| 4. | Appraising the System of Internal Controls/Mitigations, advising on their adequacy and proposing any  desired improvements. | * Carries out evaluation of the internal control/risk mitigation systems to check on its adequacy or effectiveness. * Timely reports on the adequacy/effectiveness of the internal controls/Risk mitigations. * Timely advises/recommended actions to be taken to improve the internal control/risk mitigation systems. * Always makes follow-up to ensure implementation of recommendations. |
| 5. | Ensuring operational or other systems Risk-based audits are conducted. | * Ensures that planned and ad hoc Risk Management audits are conducted   satisfactorily. |
| 6. | Preparing periodic Internal Audit Reports and Risk Management Assessment Reports | * Conducts planned and special audits timely as per approved work plans and extraordinary assignments. * Conduct periodic and other relevant assessments of the Corporation’s risks. * Prepares periodic or other Internal Audit Reports, and periodic Risk Management reports on all areas covered for presentation * Monitor implementation of approved audit controls and risk mitigation activities. |
| 7 | Checking and ensuring reconciliation mechanisms are in place by the directorate of Finance | * Checks to ensure timely' ­reconciliations of all the accounts in the accounts system. * Carries out ad hoc check in ­reconciliation to confirm compliance with procedures and regulations |
| 8. | Reviewing Corporation's Compliance with established policies, processes and procedures | * Carries out procedures and process audits operational areas. * Reviews the Corporation’s compliance with established policies, procedures and practices in selected audit areas |
| 9. | Reporting on Special Audit or Risk Investigations | * Conducts special investigation audits or risk assessments as directed from time to time. |
| 9. | Conducting quality Risk based audits. | * Liaises with Quality Assurance Department to ensure that the two departments' work complement each other. |
| 10. | Providing support for risk management to risk owners and champions. | * Develops Enterprise Risk Management strategies to ensure mitigation of Risk and Compliance. * Develops risk and compliance audit programs and monitors its implementation. * Evaluates Risk reporting framework on all business plans/ contracts   /projects/services.   * Conduct risk assessment and formulate annual plan with specific emphasis on ICT systems and application. |
| 11 | Establishing ICT Reporting Standards | * Participates in establishing ICT reporting standards and ensures compliance through regular checks and audits. * Monitors compliance with ICT reporting requirements. |
| 12. | Conducting ICT Audits | * Assess the effectiveness of controls/Risk mitigations over individual application systems, such as Sun Systems, Proc net, Human Resource Payroll systems etc * Ensures ICT Audits including policies,   procedures and systems are conducted   * Conducts regular network security intrusion tests. * Ensures systems, network and database securities through proactive audits and advice |
| 13. | Ensuring reviews for disaster  mitigation. | * Conducts disaster preparedness   reviews. |
| 14. | Providing support for ensuring data  and system efficacy across all platforms. | * Evaluates accuracy of data in different   IT systems and all other data sources within URC |
| 15. | Ascertaining safeguards for assets | * Checks whether there are adequate safeguards for Corporation’s resources and whether they are optimally utilized. * Checks risk management on the assets of URC, * Ensures optimal utilization of URC, assets by monitoring usage to eradicate misuse.   Highlights and makes recommendations on excess capacity on assets of URC, |
|  | Conducting procurement audits. | * Conducts procurement compliance audits at periodic intervals to ensure that established policies, plans, procedures, laws and regulations are adhered to. |
| 16. | Ensuring efficiency of External Audits | * Carries out pre-external audit tests to anticipate areas of concern to External Auditors * Supports proactive steps by Finance Directorate to address possible areas of concern to External Auditors. * Ensures that pre-audit activities reduce the cost of the Final Audit.   Ensures efficiency of External Audits by anticipating possible queries and preparing answers in advance. |
| 17. | Carries out any other lawful assignment allocated by the immediate Supervisor. | Readily conducts or responds to any ad hoc tasks assigned to him. |

**QUALIFICATIONS/REQUIREMENTS**

1. The applicant must hold an Honours Bachelor’sdegree in any of the following disciplines; Commerce, Business Administration, Accounting, Banking , Finance or the equivalent in the relevant field, from a recognized University/Institution..
2. A Master’s degree in Accounting, Commerce, Economics or Finance from an approved, recognized and reputable university **OR** Certified Internal Auditor- CIA.
3. Other full professional Memberships of recognized Accounting body e.g., ACCA, CPA, CA and CIMA are an added advantage
4. 10 years relevant work experience with clear increasing level of responsibility in an Audit and Risk Management functions of a Government/Parastatal or a reputable large business organization, five (5) of which should have been at senior managerial supervisory level.
5. Knowledge & Skills:
6. Wide knowledge and extensive proven experience in Internal Audit and Risk Management Planning, and Systems Evaluations
7. Proven clean record of service, team working and leadership ability.
8. Competence in computerized Auditing
9. Ability to prepare and present concise reports;
10. Must have working knowledge of various computer programmes such as MS Excel, MS Power point, MS Word, and relevant Accounting Packages.