

Job Profile

Head: Internal Audit and Risk

1. **JOB TITLE:** Head: Internal Audit & Risk

2. **DEPARTMENT:** Managing Director's Office

3. **REPORTS TO:** Board of Directors (direct) and Managing Director (administratively)

4. PURPOSE OF THE JOB

- Organize and manage internal audits
- Make recommendations on procedures and policies
- Investigate irregularities and errors
- Coach and manage team
- Identify business process risks

5. JOB SUMMARY

- The Head: Internal Audit & Risk, has overall responsibility for the Internal Audit Function. The position is responsible for ensuring Internal Audit is closely aligned with industry best practices in executing the duties across the company's business and financial operations. Works to ensure roles, responsibilities, and results are efficiently coordinated and collectively optimizing the effectiveness of risk management, control and governance of the company.

6. JOB SPECIFICATIONS

i. FINANCE

- Review characteristics of financial statements
- Calculate key ratios from a company's financial statements
- Understand implications of key ratios from a company's financial statements
- Appreciate major components of a financial balance sheet

ii. CUSTOMER AND INTERNAL STAKEHOLDER MANAGEMENT

- Develop mind-set shifts by acting as an advisor and advocating intended benefits of change to management
- Provide mentorship to help others to develop their professional and personal development to improve performance and further their careers
- Articulate needs for change and techniques to influence changes
- Understanding and helping to meet the target and aims of the client

iii. INTERNAL PROCESSES (OPERATIONS)

- Evaluate business insights, assess the strategic implications and make appropriate recommendations
- Communicate high risks areas with process owners, Senior Management and Board

- Assess the internal control framework
- Assess the adequacy and effectiveness of controls
- Evaluate the implications of organisational changes, operational changes and changes in business strategy using appropriate internal control framework
- Advise board and senior management on improvement initiatives to improve controls
- Ensure the organisation complies with the relevant professional standards
- Contribute in shaping development of professional standards
- Deepen stakeholder engagement and promote confidence in professional standards
- Enhance staff's appreciation and awareness of fraud detection and response strategy
- Train staff on awareness of fraud risks

iv. LEARNING AND GROWTH (PEOPLE)

- Create opportunities for improvement and innovation across the organisation
- Evaluate proposed ideas and fine-tune messaging
- Establish ways to implement changes across functional teams
- Influence stakeholders to seek buy-in
- Manage associated risks of new opportunities
-

7. PRINCIPAL ACCOUNTABILITES:

- Performing the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- Determining internal audit scope and developing annual plans
- Obtaining, analyzing and evaluating accounting documentation, reports, data, flowcharts etc
- Improve institutions operations
- Auditing internal controls and governance/compliance
- Reviewing and mitigating potential risk
- Provide leadership and direction to the Internal Audit department and manage all internal audit activities

8. KNOWLEGDE

- Knowledge of Generally Accepted Auditing Standards
- Knowledge of Accounting and Finance Principles and Practices
- Knowledge of a variety of reporting procedures, regulations and law
- Knowledge of country regulatory of the financial/banking services
- industry and legislation including micro finance
- Good understanding of corporate governance, regulatory and financial

9. MINIMAL EDUCATIONAL REQUIREMENTS:

- BCom Degree in Accounting.
- Must have completed articles in an auditing firm.

10. EXPERIENCE AND TECHNICAL KNOWLEDGE:

- Proven knowledge of auditing standards and procedures, laws, rules and regulations
- Understanding of legal requirements in accounting
- Exposure to financial services industry and/or micro-lending will be an added advantage

11. COMPETENCIES AND SKILLS:

- Excellent computer skills, proficiency in especially excel, word, power point and outlook
- Deep understanding of business principles and practices.
- Superior analytical, critical thinking and problem solving skills.
- Ability to demonstrate integrity and honesty
- Proven multi-tasking abilities
- Exceptional leadership skills
- Ability to work under pressure
- Planning and Time Management
- Effective Communication and Human Relations skills
- Technology Proficient (excel, word, Visio, ability to learn new software)