

1. Audit Manager



Job details

Job Title: Audit Manager

Department/Office: Internal Audit

Supervisor/Manager Title: Head of Internal Audit

Grade:

Positions reporting to this job:

- Senior Auditor Officer
- Internal Auditor Officer

Job Purpose

Participate in the establishment and achievement of the Annual Audit Plan and follow up the recommendations implementation issued.

Contribute actively to provide an assurance on the degree of risk management within the audited activities.

Responsibilities and Accountabilities

i. Financial pillars contribution

- a. Recommend improvements to the processes leading to efficiency/cost saving, and mitigation against revenue leakage.
- b. Control the risk assessment device and evaluate risk levels actually incurred.

ii. Customer satisfaction

- a. Designate teams and monitor the progress of the mission various phases.
- b. Follow up the recommendations implementation on carried out missions.
- c. Hold briefing sessions with the audit staff.

iii. Internal Processes/Projects

- a. Review reports and recommendations of carried audits.
- b. Ensure the compliance with Internal Audit requirements (executive Management requirements; International Auditing Standards requirements, legal and regulatory requirements)
- c. Ensure compliance with procedures, rules and devices implemented.
- d. Update Documentation Process (Work Programs - Checks List – Working Papers).

- e. Carry out its activities in accordance with the Ethics Code of the Internal Audit Department.
- f. Ensure research and collect relevant information and data relating to audited areas.
- g. Report on work and progress status of the missions to head of Internal Audit
- h. Define, develop, and harmonize methodological tools needed to carry out audits.
- i. Ensure audits achievement in accordance with International Standards for the Professional Practice of Internal Auditing.
- j. Ensuring the Internal Control Quality also that its procedures and organization allow checking and improving the safety and reliability of operations.

iv. Learning & Growth

- a. Ensure continuous optimization of the Audit organization and skills development of the team.
- b. Develop a training schedule for the Audit staff and follow up its implementation.

Annual Key Performance Indicators

- Cost recovery/ savings/ efficiency of KES 10Mn.
- Management (Audit Clients) satisfaction (Average of 2).
- Timeliness completeness of Audit Missions within allocated time
- Review of reports , programs, work plans for HOA final review
- Five (Fifteen) assurance engagements completed.
- 5 (Five) special engagements and strategic priority missions.
- 90 Percent (%) of recommendations implemented.
- Average of 40 professional training hours per auditor.
- Staff engagement through work life balance (average leave balance of 5 days)

Minimum Requirements

- Bachelor's Degree in Accounting, Finance, Economics or Business Administration
- Must be CPA(K)
- Eight (8) years audit experience work within financial sector with demonstrated leadership abilities/qualities.
- Undertaken technical Audits of Finance, credit, treasury, trade finance and any other large/Complex operations.

Competencies and Attributes

- 1) **Stakeholder Management:** Able to identify the interests of various stakeholders, and champion positive engagements with them to achieve the coverage of approved annual audit plan.

- 2) **Professionalism, negotiation, and Communication skills:** able to engage, persuade and convince stakeholders to get desired decisions, information, and output in line with the envisioned deliverables
- 3) **Independence and impartiality.** Ability to work efficiently without external influence for independence reporting.
- 4) **Adaptability and listening ability.** To quickly respond to emerging trends on the auditable areas affecting the bank.
- 5) **Analytic skills.** Ability to collect and analyse information, problem-solve, and make decisions.
- 6) **Teamwork:** Assign work amongst different audit officers in the department for efficiency to cover the approved audit plan.

Relationships and working contacts

Internal Stakeholders: All bank Entities.

External Stakeholders: External Auditors

Work Environment

Office set up

Application Criteria

Send your Current CV and brief application Letter to recruitment@boakenya.com Application deadline is October 10th, 2022.