

Internal Audit officer

Gross salary: Consolidated (KDIC Scale 7)

Leave allowance: As per KDIC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the KDIC Medical Scheme

Terms of Service: Permanent and Pensionable

a) Duties and responsibilities will entail:

- i. Participates in preparing the annual audit plan in line with the risk profile of the Corporation;
- ii. Participates in formulating audit tests procedures relevant to the risks and objectives to be achieved in an audit engagement;
- iii. Supports in designing process walkthroughs, flowcharts to help in understanding of business processes and relevant information systems under review;
- iv. Participates in operational and financial audits in all the Directorates and departments of the Corporation in order to provide assurance on the adequacy and effectiveness of the controls employed;
- v. Participates in auditing Institutions under Liquidation in order to provide assurance on the adequacy and effectiveness of the internal control system implemented;
- vi. Prepare working papers to adequately support the audit work performed;
- vii. Gathers required information through examination of records in or by undertaking interviews in order to support audit findings;
- viii. Provides support in undertaking analytical reviews to assess the risk of the areas being audited;
- ix. Updates audit files and ensure proper filing of working papers;
- x. Participates in undertaking audit follow-ups in order to ensure that audit recommendations and management actions are closed in time;
- xi. Supports implementation of Quality Management System within the Directorate.

b) Requirements for Appointment;

- i. At least three (3) years of relevant work experience

- ii. Bachelor's Degree in Commerce (Accounting or Finance Option), Business Administration or Business Management (Accounting or Finance Option), or any other related degree from a recognized University
- iii. Proficiency in computer applications
- iv. Professional Accounting qualification: Full Certified Public Accountant(CPA(K)/ACCA/CIA) or an equivalent from a recognised institution;
- v. Fulfilling the requirements of Chapter Six of the Constitution of Kenya 2010.