



Internal Auditor – Job Grade 6

Purpose of the job:

Execute the audit programme to assess operational efficiency, risks, soundness of business practices, reliability of financial reporting and effectiveness of financial controls and procedures, and evaluate compliance with set procedures and applicable laws

Duties and Responsibilities;

- Check the soundness of controls for proper custody and safeguarding the assets of the Secretariat and to ensure appropriate and authorised use of assets
- Identify improper accounting or documentation, and make recommendations to improve policies or procedures accordingly
- Audit the accounting and financial data of directorates to ensure accuracy and compliance with relevant guidelines and applicable laws, and carry out internal audit checks of financial transactions on a random basis to test soundness of controls and accounting procedures
- Review and audit procurement processes to ensure that transparent procurement procedures are in place and are implemented at all times
- Undertake performance audit of various business units and SADC projects and report of economy, efficiency and effectiveness of operations.
- Carry out special audit assignments and investigations as directed by ES and / or Audit Committee
- Recommend way of improving the economy, efficiency and effectiveness of operations based upon findings from an impartial and objective examination.
- Review programs to ascertain whether the results are consistent with established objectives and goals, and whether the operations or programs are being carried out as planned.
- Review whether records are being properly maintained in accordance with SADC Administrative Rules and Financial Regulations
- Review governance practices and standards in line with IIA Standards and best practices;
- Execute the audit programme by:
 - Attending meetings with auditees to develop an understanding of business processes
 - Meeting relevant staff and obtaining documents and information from each directorate
 - Gathering data for internal audit through a variety of methods including interviews, desk research etc.
 - Documenting the results of the audit work
 - Researching, recording and assessing how well risk management processes are working

- Preparing reports to highlight issues and problems, and submitting to the Senior Officer – Internal Audit for review
- Review SADC systems, business process and operations recommend improvements.
- Update systems flowcharts and documentation to reflect changes in the control environment as and when they arise, and to evaluate their effectiveness on controls
- Assist the Supervisor in developing the annual audit programme and the audit recommendations, and in monitoring progress in the implementation of audit recommendations
- Liaise with the external auditors as and when required
- Follows up on audit findings to ensure that management has taken corrective action(s)
- Perform any other duties as may be assigned by the supervisor

Position Requirements

Qualifications

At least a Degree in Accounting or Finance or professional qualification (e.g.CPA, ACCA, ACA or CA or CIPFA) from a recognised institution

Professional Certification:

Certified Internal Auditor (CIA) is desirable

Specialised Knowledge

- Knowledge in Auditing standards, techniques, activities, and processes
- Knowledge in Risk management and risk assessment
- Knowledge in accounting and financial rules, laws, standards, and practices
- Knowledge in Fraud investigation and detection criteria and strategies
- Proficient in the use of computers and computer software relevant to the position

Experience

At least 7-10 years audit experience post-qualification with proven knowledge in the development of a strong control environment and/or a risk assessment background.

Skills Requirements

- Communication and presentation skills
- Interpersonal skills
- Networking and relationship building skills, persuasion and advocacy skills
- Organisational skills (planning, budgeting, time management, work prioritisation)
- Research, analytical and problem-solving skills

Competency Requirements

- Capable of maintaining quality whilst working under pressure and adhering to deadlines

- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrate ability to work independently and largely unsupervised
- Maintain confidentiality and respectful of sensitive situations
- Methodical and organised, with a high level of attention to details
- Organisational awareness with an understanding of how to engage the organisation to get things done
- Professionalism and adherence to good work ethics
- Question status quo / conventional approaches and encourage new ideas and innovations for progress
- Resilience and personal drive, self-motivation
- Results and performance driven
- Team player