

Job Title	Internal Auditor
Directorate	Executive Director's Office
Department	Risk and Internal Audit
Reporting to	Manager, Internal Audit
Salary Grade	N5
Jobs that report to this role	None
Job Purpose	
To provide support to the Manager, Internal Audit, in ensuring assurance and compliance with relevant business and administrative policies and procedures as well as applicable statutory regulations	
Key Accountabilities	
<ul style="list-style-type: none"> • Plan and perform audits following the Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors (IIA) and relevant government statutes; • Participate in the preparation of Internal Audit Risk-based Annual work plans, and conduct internal Audit as planned. • Evaluating internal controls to assess the level of audit risks and the appropriateness of risk management policies and procedures; • Preparation and execution of audit programmes including routine financial audit, performance audit, IT Audit, and other special audits; • Drafting audit findings and recommendations; and compiling audit findings for discussion and finalisation; • Following up Implementation of audit findings and recommendations from previous audits and giving feedback every quarter on any audit findings which has not been cleared using the Internal Audit query matrices • Assist the Manager, Internal Audit in carrying out systems reviews and making appropriate recommendations for improvement; • Undertake post audit of the Authority's Expenditures to ensure proper utilization and accountability of public resources; • Undertake, where required, resource verification, including periodic stores; physical verification of the existence and location of the Authority's assets in line with the approved assets register, including asset codes; • Assist the Manager, Internal Audit in liaison with the Finance Department while collaborating with the Office of Auditor General in conducting statutory and value for money audits; • Assist the Manager, Internal Audit in liaison with relevant user departments in carrying out risk analysis to ensure that all major risks of the organization are identified, analysed, and mitigated. 	

- Assist the Manager, Internal Audit, in reviewing management and final accounts and supporting schedules for truthfulness and fairness;
- Investigate reported allegations and suspicions of Project fraud and corruption to ensure that all NITA-U activities are conducted to the highest standards of ethical conduct, good practice, and transparency
- Support due diligence activities
- Perform any other duties as may be assigned from time to time.

Position Requirements

Education

- BCom/BBA/BSc (Auditing or Accounting/Finance Major) or their equivalent from a recognized University
- Full Membership of an Internationally Recognized Professional Accounting or Auditing Body (CIA, ACCA, CPA, CA, etc) is an essential requirement;
- Certifications or postgraduate qualification in a relevant field; i.e., Risk management is an added advantage

Work Experience

- Applicants should have a minimum of three (3) years relevant working experience at the level of Internal Auditor in Government or equivalent level of experience from a reputable organization
- Proven knowledge of auditing standards and procedures, laws, rules, and regulations
- Previous experience in the use of CAATs, auditing or accounting, and conducting audits in Information Systems and other areas pertinent to the industry.
- Skill in Fraud management, Business risk management, Internal controls, Revenue assurance/protection.
- Competency in conducting IT Audits
- Risk-based methodologies (risk, control, and auditing methodologies)
- Experience in Risk management; risk assessments, evaluations, consolidation, and follow-up on risk management practices.
- Industry programs, policies, procedures, regulations, and laws.
- Well-developed presentation skills

Technical Expertise

- Computer skills (Office-based applications);
- Practical knowledge of auditing computer-aided applications;
- Excellent auditing and forensic investigation skills;
- Excellent grasp of modern risk management frameworks;
- Analytical and problem-solving skills;
- Confidentiality, Diligence & Reliability;
- Skill in collecting and analysing complex data, evaluating information and systems, and drawing logical conclusions.

Nature and Scope

Interpersonal Skills

- High attention to detail and excellent analytical skills
- Mature personality with a high degree of integrity and honesty
- Exceptionally high report writing skills.
- Sound independent judgement
- High levels of confidentiality
- Capacity to establish credibility, and trust, and partnership;
- Ability to maintain composure under pressure while meeting multiple deadlines.
- Excellent negotiation and problem-solving skills
- Effective verbal and written communications, including active listening skills and the skill in presenting findings and recommendations.
- Excellent relationship-building and management skills with co-workers, staff, and external contacts.
- Excellent communication and report writing skills;
- A person of integrity and honesty;
- Basic practical skills in IT auditing are critical.

Level of responsibility

Cross-functional support in all directorate audit/assurance initiatives