

## **TERMS OF REFERENCE (TOR)**

**Post:** Manager – Internal Audit

**Vacancies:** 1

**Post Type:** Full time

**Reporting to:** Board Audit Committee

### **Scope of Employment:**

The Internal Audit Manager is responsible for overseeing and managing compliance within the corporation, ensuring that the corporation and employees are in compliance with regulatory requirements and internal policies and procedures. The Internal Audit Manager is the architect and steward of the corporation's compliance strategy, structure, and processes. As the compliance leader and subject matter expert, the Internal Audit Manager is responsible for establishing standards and implementing procedures to ensure that the compliance programs throughout the organization are effective and efficient in identifying, preventing, detecting and correcting noncompliance with applicable rules and regulations. The Internal Audit Manager reports directly to Audit Committee of Board of Directors and shall work closely with senior management.

### **Key Tasks, Responsibilities and Deliverables:**

- Reviewing systems and operations and appraising the adequacy of internal controls including its ability to detect and prevent fraud.
- Recommending improvements to systems and procedures.
- Advising on appropriate systems of control and other operational matters.
- Review corporations' policies, procedures, and guidelines to ensure they are of best working practices and the control mechanisms in place are effective to minimize the risks and promote compliance.
- Appraising the extent of compliance with regulatory requirements, governance frameworks and established policies, procedures, and plans.
- Ensuring compliance with the relevant laws, regulations, and policies.
- Ascertaining the integrity and reliability of financial and other information provided to management and stakeholders, including those used in decision making.

- Proactively inform senior management of significant risks or exposures related to internal controls, compliance, and/or governance requiring prompt attention.
- Ascertaining that systems of control are laid down and operate to promote the most economic, efficient, and effective use of resources and to safeguard corporations' assets.
- Being involved in the design, implementation and testing of planned controls in the implementation of new systems and procedures.
- Prepare and present to the Audit Committee, audit reports that are clear, concise, identify root causes with practical solutions, and ultimately provide value to management.
- Conducting ad hoc and confidential investigations as directed by the Board Audit Committee.
- Assist the Board with establishing an ethics policy and whistle blowing procedures.
- Follow-up and report to the Board on the implementation of audit recommendations (both internal and external) within appropriate and agreed time frame.
- Implement an annual work plan for internal audit with a fixed plan of activities allowing time for ad-hoc investigations requested by the Audit Committee.

#### **Requirements:**

- Minimum bachelor's degree in accounting, Auditing, Finance, or equivalent qualification.
- Minimum 5 years' experience in Auditing in a corporate environment.
- Proficient knowledge in application of IFRS, ISA and IPPF.
- Should be a proficient user of MS Office software package.
- Strong analytical, problem-solving, and decision-making skills.
- Excellent interpersonal, presentation and communication skills.

#### **Remuneration Package:**

- Negotiable based on the candidate's qualification and experience.

#### **Working Hours:**

- The selected applicant will be required to work from 0800 to 1600 on weekdays.



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Applications, together with (CV/resume, supported by nonrelated referees should be submitted using the link: <https://sdfcmv.aidaform.com/job-application-form-auditor> before **05th November 2020, 14:00hours**. Only short-listed candidates will be notified.

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