



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA (CUEA)

“Consecrate them in the Truth”

CAREER OPPORTUNITY

INTERNAL AUDIT ASSISTANT

The Catholic University of Eastern Africa (CUEA) is a chartered private international University which enjoys a heritage of 36 solid years of offering quality education grounded on values. Our vision is to be a world-class University producing transformative leaders for Church and society. Our mission is to promote excellence in research, teaching and community service by preparing morally upright leaders based on the intellectual tradition of the Catholic Church. CUEA has six Faculties: Theology, Education, Law, Arts and Social Sciences, Business and Science. Two institutes: Canon Law and Regional Integration and Development and the Centre for Social Justice and Ethics.

The Catholic University of Eastern Africa wishes to recruit a dynamic, qualified and result oriented person to fill the position of **Internal Audit Assistant**.

Post Title: Internal Audit Assistant.

Job Purpose:

To ensure all receipts and payments are reflected accurately in the cashbook and in the bank statements on monthly basis; and any variance is addressed accordingly.

Reporting: Head of Internal Audit and Risk Management

Duties and Responsibilities:

1. Apply approved audit methodology to conduct risk based audits as assigned.
2. Assist in the collection of data.
3. Assist in the compilation of draft reports and a summary of issues identified and recommendations on relevant action plans.
4. Assist in ensuring follow up on reported findings with relevant staff to ensure issues identified have been addressed.
5. Assist in conducting special audits and investigations of the information system as required.
6. Perform any other duties as allocated by the Supervisor.

Minimum Qualifications, Skills And Competencies:

- Bachelor's degree in Accounting or Finance or any field relevant.
- CPA II or equivalent ACCA CIA.
- One (1) year relevant work experience.
- Must possess computer skills especially in information retrieval from electronic databases;
- Good interpersonal and communication skills;
- Must be a mature person;
- Must be a person of high morals, integrity, initiative, team player, self-motivated;
- Should have good communication skills, both written and oral.

Applications should reach the Human Resources Manager on or before
5th February 2020.

Applicants should enclose a C.V., copies of relevant certificates and transcripts, and three reference letters one from the local parish to this email: **careers@cuea.edu.**

Human Resource Manager
The Catholic University of Eastern Africa (CUEA)
P.O. Box 62157-00200 Nairobi, Kenya
Bogani East Rd, off Magadi Rd
Behind Galleria Mall
Tel: 0709 691 000

NB: Only shortlisted candidates shall be contacted.