



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

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JOB ADVERTISEMENT

INTERNAL AUDITOR – FINANCE AND OPERATIONS

The Catholic University of Eastern Africa is seeking to recruit a dynamic, qualified and result oriented person to fill the position of **Internal Auditor – Finance and Operations**.

Post Title: INTERNAL AUDITOR – FINANCE AND OPERATIONS

Job Purpose:

To execute and report on audit and investigation assignments, to provide assurance on corporate governance, risk management, internal control and compliance structures in place.

Reporting: The job holder reports to the Head of Internal Audit and Risk Management.

Duties and Responsibilities:

1. Contribute to the preparation of the annual audit plan to ensure information system audits are conducted in an effective and efficient manner.
2. Prepare specific assignment work plans and schedules.
3. Conduct preliminary risk assessments to evaluate the Universities' activities, functions and operations and ensure internal control frameworks are in place and operating efficiently.
4. Apply approved audit methodology to conduct risk based information system audits.
5. Review findings and issues identified by audit assistants and prepare draft reports including the summary of issues identified and recommendations on relevant action plans.
6. Follow up on reported findings with appropriate staff to ensure issues identified have been addressed.
7. Conduct special audits and investigations of the information system as required.
8. Provide on-going technical guidance and coaching to audit assistants.
9. Apply approved audit methodology to conduct risk based audits as assigned.

10. Conduct special audits and investigations of the information system as required.
11. Perform any other duties as allocated by the Supervisor.

Minimum Qualifications, Skills and Competencies

- Bachelor's degree in Accounting or Finance or any relevant field from a recognized institution;
- A professional qualification in relevant field study i.e. CIA, CPA-K, ACCA, CISA etc.
- Three years' experience in audit (internal and or external) and any other relevant area.
- 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.
- Committed Christian with high ethical standards;
- Customer care skills;
- Must be ready to work for long hours with minimum supervision.

Application Letter, Curriculum Vitae, Filled Application Form (available on our website: www.cuea.edu/Jobs@Cuea) copies of relevant certificates and transcripts, and three reference letters one from the local parish to be sent to careers@cuea.edu

Applications should reach the Human Resources Manager on or before **28th October 2020.**

NB: ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED.