

## **INTERNAL AUDITOR**

### **JOB DESCRIPTIONS**

- Develop internal control policies and procedures
- To plan, coordinate and carry out internal audits
- Review of internal controls and procedures and to check compliance with financial and management policies and procedures.
- Ensure that the company's financial and physical assets are properly safeguarded against risk or loss.
- Continuously review internal control systems and advise management and the Board on areas of risk/weakness and improvement.
- Carry out continuous review and risk assessment of management information systems.
- Carry out continuous review and risk assessment on all departments, sections and branches and advise management and the Board accordingly

### **JOB SPECIFICATIONS**

- Bachelor of Commerce Degree-Accounting or Finance option) or similar qualification from a recognised university OR CPA (K) with 10 years experience in the corporate, public sector or Audit firm.
- Professional Auditing qualification such as CISA or CIA will be a definite advantage
- Good Communication and interpersonal skills
- Experience working in related industry an added advantage.
- Should be highly professional and a person of integrity.
- Advanced knowledge of Microsoft Office packages, spreadsheet, PowerPoint and database skills.

All applications together with updated curriculum vitae should be sent to [hr@mcsk.or.ke](mailto:hr@mcsk.or.ke) before or by November 6<sup>th</sup>, 2020.