



## JOB OPENING

### ASSISTANT INTERNAL AUDITOR

<b>DEPARTMENT:</b>	<b>Risk &amp; Compliance</b>
<b>REPORTS TO:</b>	<b>Risk &amp; Compliance Director</b>
<b>INTERNAL CONTACTS:</b>	<b>Team Leaders, Managers, Staff</b>
<b>DIRECT SUPERVISES:</b>	<b>N/A</b>
<b>LOCATION:</b>	<b>Nairobi</b>

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### COMPANY DESCRIPTION:

Population Services Kenya (PS Kenya) has been measurably improving the health of Kenyans since 1989. We address the most serious health challenges affecting resource poor and vulnerable communities in Kenya, including HIV/AIDS, Reproductive Health, and the greatest threats to children under five including Malaria, Diarrhea, Pneumonia and Malnutrition. Our approach harnesses the vitality of the private sector to improve health outcomes for "Sara"-our archetype that focuses our interventions. PS Kenya is a member of the PSI Network.

Our focus is to serve Sara, the Hero of our story. She is at the center of our strategic plan: her disease burden, her Family Planning needs, her health seeking behavior and requirement solutions to survive and thrive.

### Job Summary:

The Internal Auditor role is to assist in the independent evaluation of PS Kenya's internal control systems around financial, accounting and Information Systems, operational processes, and programmatic activities, and making recommendations on how these systems and controls can be improved to ensure: -

- Reliable day-to-day records
- Compliance with the policies, plans, procedures, contractual, laws, and regulations
- The safeguard of the organizations' assets
- Economical and efficient use of resources
- Accomplishment of organisation objectives

### Scope

The organisation comprises a head office, regional offices implementing donor funded programs spread across Kenya and a centralized warehouse(s).

### Key performance indicators

- Properly written and accurate Internal Audit reports
- Adequate and proper documentation of all internal audit assignments
- Maintenance of an effective working relationship with Managers; be responsive to management requests.
- Completion of the audit plan and other assignments within cost and time budgets and as per audit and accounting standards of work.

### Tasks and Objectives

- Perform audit procedures outlined in the audit programs as agreed with the Risk and Compliance Director and in a timely and efficient manner, and in line with Audit standards.
- Prepare draft audit assignment plans for approval by your supervisor

- Conduct in-depth audits to determine the existence, adequacy of internal controls, the extent of compliance to financial and accounting standards, operating policies and procedures, donor, and regulatory requirements.
- Conduct field program activity verification to validate existence, alignment to program work plans, financial data, and reports.
- Review and report on financial and operating systems that ensure assets are safeguarded, procedures are carried out economically, efficiently, and effectively.
- Conduct random, unannounced internal control spot checks on operational areas to complement the Audit Plan/ Calendar.
- Discuss all findings and recommendations with the auditee and prepare a draft report to be presented with the audit file for review by the Risk and Compliance Director.
- Evaluate the accuracy, materiality and reliability of accounting records and other statistical data, and management information developed there from.
- Supervise Audit teams as assigned
- Assist in the update of detailed audit programs.
- Carry out investigations as assigned by the Risk and Compliance Director
- Participate in the quarterly and annual stock taking in the PS Kenya warehouse(s).
- Perform any other duties as may be assigned by the departmental management from time to time.

**Other Requirements:**

- Successful candidate must be willing and able to travel for field audits.

**PERSON SPECIFICATIONS**

**Academic Qualifications**

- Bachelor's degree in Finance or Accounting

**Professional Qualifications**

- CPA Part II (section 4) or ACCA equivalent

**Experience**

- Two years' experience in the accounts or audit department of a well-established organization
- A qualification in CISA and experience in review of Information Systems and IT controls is desirable

**Skills and Competencies**

- *Drive Change & Innovation:* act with urgency for continuous improvement and with a bias towards action; promote development of breakthrough solutions; embrace and advocate innovations that improve results.
- *Customer Service Orientation:* see PS Kenya from the client point of view; keep client needs paramount when making decisions and taking action.
- *Plan & Organize:* develop clear action plans that address the details needed to achieve objectives; define resources and actions to achieve objectives within constraints; establish priorities.
- *Attention to detail:* ensure that all important details of a situation are attended to; develop and follow up systems to keep things in order
- *Build strong relationships:* develop and sustain positive relationships with others; build connections with others based on an in-depth understanding of their needs and concerns; establish networks
- *Build Trust & Respect:* establish and maintain a reputation for honesty, integrity, candor, fairness, and reliability; do what you say you will do; make your position clear on difficult issues; promise only what you can deliver.
- Strategic and analytical skills.
- Report writing and good communication skills
- Strong accounting skills

- Competence on use of Microsoft Office suite
- Team player

**Personal attributes:**

- A person of resilience and patience able to perform well under pressure.
- Proven sobriety and integrity.
- Inquisitive and analytical.
- Able to be a pro-active and positive team member capable of diplomatic and confidential communication.

**HOW TO APPLY**

If you feel you are the right candidate, please send your CV and application letter to [recruitment@pskenya.org](mailto:recruitment@pskenya.org) (state the position on the email subject) on or before 7<sup>th</sup> October 2022