

JOB DESCRIPTION

Job title: Internal Auditor
Department: Finance

ORGANIZATIONAL RELATIONSHIP

Job Holder Reports to: Group Business Analyst Manager

Job Holder is responsible for: providing the organization with guidance on financial accuracy, internal controls and regulatory compliance.

Overall purpose of the Job:

We are looking for an objective Internal Auditor to add value and improve our operations by bringing a systematic and disciplined approach to the effectiveness of risk management, control, and governance processes. The successful candidate will possess a thorough knowledge of accounting procedures and a sound judgement.

Specific duties & responsibilities:

- Perform and control the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations
- Determine internal audit scope and develop annual plans
- Obtain, analyses and evaluate accounting documentation, previous reports, data, flowcharts etc.
- Prepare and present reports that reflect audit's results and document process
- Act as an objective source of independent advice to ensure validity, legality and goal achievement
- Identify loopholes and recommend risk aversion measures and cost savings
- Maintain open communication with management and audit committee
- Document process and prepare audit findings memorandum
- Conduct follow up audits to monitor management's interventions.
- Identify and assess areas of significant business risk.
- Implement best audit and business practices in line with applicable internal audit statements.
- Manage resources and audit assignments.
- Develop, implement and maintain internal audit policies and procedures in accordance with local and international best practice.
- Compile and implement the annual Internal Audit plan.
- Oversee risk-based audits covering operational and financial processes.
- Ensure complete, accurate and timely audit information is reported to Management and Risk Committees.
- Overall supervision of planned annual audits.

Experience & Background

- Degree in Internal Auditing, Financial Accounting or Financial Management.
- At least 3-5 years of work experience in similar role
- Must be a CPA holder.
- Exceptional accounting skills.
- Analytical thinker with strong conceptual and problem-solving skills.
- Attention to detail with the ability to multi-task.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent documentation, communication and IT skills

Application

Interested candidates should send their CVs to info.itona@dlteas.co.tz copying to hkessy@dlteas.co.tz with the title of job applying in the email subject - "Internal Auditor" before **17th Nov 2023**.

Women are highly encouraged to apply.