



JOB DESCRIPTION

Job Title:	Internal Auditor
Reports to:	Chief Executive Officer
Department:	Office of the CEO
Job Supervised:	Nil
Stakeholder Relationships:	Auditor General, Audit Committee of the Board of Directors, External Auditor, All Managers

Job Summary

The Internal Auditor is responsible for carrying out an independent appraisal of the effectiveness of the policies, procedures and standards by which the organization's financial, physical and information resources are managed. The incumbent provides a full range of financial, compliance, and operational audits, business advisory and consultation services, investigations, internal control structures, accountability, and use of resources. Work is performed within policies included in national law and administrative regulations with wide latitude for the exercise of independent judgment and subject to periodic review on the basis of results achieved.

Primary Functions and Responsibilities

- Ensures a system is in place which ascertains that all major risks of the organisation are identified and analyzed, on an annual basis with emphasis on among other things the evaluation of risk in regard to legal and regulatory compliance, conflicts of interest, unethical behaviour and fraudulent activities.
- Ensures that accepted accounting and audit principles and policies are followed, and evaluates the adequacy and effectiveness of internal accounting procedures, management information systems and operating systems and controls.
- Plans, organizes and carries out the internal audit function including the preparation of an audit plan which fulfils the responsibility of the department, scheduling and assigning work and estimating resource needs.

- Reports to the Board of Directors and management on the policies, programmes and activities of the Audit department.
- Coordinates coverage with the external auditors and ensures that each party is not only aware of the other's work but also well briefed on areas of concern and evaluating the quality of the performance of the external auditors.
- Makes recommendations on the systems and procedures being reviewed, reports on the findings and recommendations and monitors management's response and implementation.
- Reviews and reports on the accuracy, timeliness and relevance of the financial and other information that is provided for management and the Board of Directors.
- Reports on the value for money that the organisation obtains in all its activities with special regard to economy, efficiency and effectiveness with which resources are employed.
- Reporting significant risk exposures and control issues, including fraud risks, governance issues and other matters needed or requested by the Board of Directors.
- Conducts any reviews or tasks requested by the Board of Directors or CEO provided that such reviews and tasks do not compromise the independence or objectivity of the internal audit function.
- Provides both management and the audit committee with an opinion on the internal controls of the company.
- Any related functions and responsibilities consistent with this role.

Minimum Required Knowledge, Skills and Abilities

- A recognized professional qualification from either of the following or equivalent -
 - CIMA (Chartered Institute of Management Accountants)
 - ACA (Associate Chartered Accountants)
 - ACCA (Association of Chartered Certified Accountant)
 - IIA (Institute of Internal Auditors)
- Three (3) years' experience in a similar position.
- Knowledge of audit procedures, including planning, techniques, test and sampling methods involved in conducting audits.
- Knowledge of computerized accounting and auditing record keeping systems.
- Ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports.

- Ability to maintain current knowledge of developments related to business matters of interest to internal audit, particularly legislation changes and developments as they affect organizations, and new auditing techniques and practices.
- Understanding of business operations.
- Any equivalent combination of knowledge, skills and abilities.

Behavioural Competencies for the Role:

- Communicates Effectively
- Initiative and Pro-activeness
- Analytical mindset
- Optimizes work processes
- Problem Identification

General Behavioural Competencies:

- Customer-focused
- Interpersonal Savvy
- Business insight
- Nimble learning
- Drives results
- Collaborates
- Action Oriented

Note:

This document is intended to provide guidance on the general tasks and main responsibilities of this job position. It is not intended to be an exhaustive list of all the specific tasks to be undertaken in this position, but is a flexible communication tool which shall be periodically reviewed in accordance with the Company's process, to ensure it accurately reflects the employee's duties, and that outcomes are in alignment with exporTT's expectations.

I, _____ have read and understood the above duties and responsibilities.

Signature

Date