JOB DESCRIPTION

POSITION: **PRINCIPAL INTERNAL AUDITOR**

RESPONSIBLE TO: **AUDIT MANAGER**

OBJECTIVE: To provide independent, objective assurances to ensure effective and adequate Internal Controls and processes are in place, identify risks and make recommendations to ensure operational and management efficiency, and continuously monitor for improvements.

DUTIES & RESPONSIBILITIES:

- Carry out Audit of Various Components allocated by Audit Manager based on the Internal Audit Annual Plan
- Carry out Special Examinations and Investigations under supervision of the Audit Manager
- Carry out spot check audits of different areas from time to time
- Attend sight visit of all Ports Facilities and Assets from time to time
- Conduct pre-audit of all Internal Requisition Forms to ensure compliance with Financial Procedures Manual and other relevant policies and legislations
- Pre-audit of staff Overtime Application Forms
- Assist the Audit Manager in the Pre-Audit of Non-payroll payments
- Assist in the Pre-Audit of Payroll Payments
- Investigate Irregularities within the Authority
- Liaise with responsible personnel regarding issues identified during execution of audit tests
- Assist the External Audit during Audit Assignment
- Assist the Finance division in carrying out the Asset count
- Draft Management letter Issues for audit components assigned by the Audit Manager
- Act as the Divisional Head in the absence of the Audit Manager
- Other duties and responsibilities as designated by Divisional Head or CEO

SELECTION CRITERIA:

- Holder of a Bachelor's Degree with a major in Accounting or Finance

- At least 5 years' experience in Auditing and/or Accounting fields

- Must pay high attention to detail, with critical thinking and excellent analytical skills

- Must be a person with integrity and be able to make sound independent judgment

- Must be a team player with business acumen

- Must have the ability to assess internal systems, identify risks and provide recommendations

- Must have a sound understanding of auditing standards and procedures, laws and regulations, policies and procedures governing the IA function