


INTERNAL AUDITOR POSITION

 Insurance Regulatory Authority Bima Bora kwa Taifa IRA	JOB TITLE	Internal Auditor
	DIRECTORATE/ DEPARTMENT	Directorate of Internal Audit
	GRADE/LEVEL	IRA 7
	IMMEDIATE SUPERVISOR	Assistant Manager, Internal Audit

a) Job purpose

The position is responsible for executing audit plans for individual internal audit assignments to provide independent and objective assurance on the effectiveness of the Authority's risk management, control, and governance processes; as well as audit consultancy services designed to add value and improve the Authority's operations.

b) Job Specifications

Duties and Responsibilities will entail: -

- (i) Execute individual audit assignments based on tests and programs designed by the Senior Internal Auditor;
- (ii) Collect audit evidence, document working papers and draft audit reports for review by Senior Internal Auditor;
- (iii) Ascertain that transactions have been made in accordance with set regulations and vouch their accuracy and propriety;
- (iv) Verify existence of assets administered by the Authority and recommend safeguards for their protection;
- (v) Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management;
- (vi) Carry out independent assessment of the application and compliance with established policies, procedures and other applicable laws and guidance in the Authority; and
- (vii) Monitor implementation of audit recommendations raised from internal and external audits

c) Persons Specification

- (i) Bachelor's Degree Accounting, Finance, or Computer Science or any other.
- (ii) Professional qualification in CPA, ACCA, CIA, CISA or any other relevant certifications from a recognized Institution.

- (iii) Member of the Institute of Internal Auditors, Institute of Certified Public Accountants, ISACA or any other relevant professional body
- (iv) Two (2) years relevant experience
- (v) Certificate in Computer Proficiency
- (vi) Meets the provisions of chapter six of the Constitution

d) Competency and Skills

- (i) Strong communication and presentation skills
- (ii) Good analytical skills
- (iii) Problem solving
- (vii) Professionalism