



## **INTERNAL ADVERTISEMENT**

**KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following position:**

### **MANAGER, INTERNAL AUDIT**

The job holder will be responsible for assisting the Head of Internal Audit in advising and recommending to management improvements in internal control and risk management systems.

### **PRIMARY RESPONSIBILITIES**

- Carrying out and managing audits within the University, approving audit programs and testing procedures to ensure appropriateness for the areas in scope and ensuring that audits and other departmental projects are executed in accordance with the University and professional standards.
- Assist in formulating and implementing an annual audit plan in consultation with Management.
- Reviewing documentation to ensure proper compliance with university policies and applicable laws, rules, and regulations.
- Reviewing information systems and evaluating their effectiveness, reliability, and security.
- Reviewing documentation for internal control deficiencies in the prevention of fraud.
- Undertaking audits - financial and systems audits and making recommendations on improvements to areas of weakness.
- Champion the development, updating and maintenance of risk registers.
- Examining and evaluating the adequacy and effectiveness of the internal control systems at various operations and activities at KCAU.
- Reviewing the application and effectiveness of risk management procedures and risk assessment methodologies at various operations and activities at KCAU.
- Supervising and providing guidance to internal auditors.
- Report and communicate audit findings and recommendations to the management.
- Conducting special reviews and investigations.
- Manage the Internal Audit office in absence of the Head of Internal Audit.
- Perform other duties as assigned by the Head of Internal Audit.

## QUALIFICATIONS AND EXPERIENCE

- A current member of staff of KCA University
- Master's degree in a business-related field from an accredited university in Kenya.
- Professional qualification in relevant fields like CPA, ACCA, CIA, CISA etc.
- 6 years' experience with at least 3 years' experience at a managerial level.
- Membership to a relevant professional association in good standing.
- Knowledge of auditing and accounting standards. Must also have knowledge of common auditing practices used in the College and University environment

## OTHER SKILLS AND COMPETENCIES

- Computer proficiency and ability to use various computer programs to extract and analyse data, document audit work and prepare audit reports.
- Detail oriented.
- Excellent analytical skills.
- Well-developed report writing skills.
- Demonstrated supervisory skills; and
- Exceptional communication and interpersonal skills

### How to Apply

Interested candidates who meet the above requirements should submit an application letter a detailed CV, academic certificates and three references via email to [hrjobs@kcau.ac.ke](mailto:hrjobs@kcau.ac.ke) by 18<sup>th</sup> July 2022.

Subject of your email should read: **MANAGER, INTERNAL AUDIT**

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