

JOB DESCRIPTION

Job Title: Head Internal Control and Compliance

Job Objectives: To plan, manage and coordinate auditing processes and functions, including audits of financial and operational activities.

Reports to: Chairman and CEO

Job Responsibilities.

- To implement control over company's operational activities by way of conducting audit and review of all transactions (both financial and non-financial) in strict compliance with Company's internal policies & procedures and to provide implementing control measures.
- Participate in the preparation of audit confirmations as requested by banks, financial institutions, companies, establishments and individual clients.
- Exercise thorough control over vouchers and payments by conducting reconciliations and raising reports on exceptions / variance and checking and verifying vouchers against system reports and source documents.
- Develop annual audit plans, manage and define the audit process to ensure compliance with professional auditing standards.
- Review and check all procurements, transactions and payments and monitor cash and cheque movement and reception of procured materials
- Carry out asset verification and classification
- Plan and coordinate the annual audit program; interacting with Senior Management to ensure their involvement in recommending audits of areas with high risks
- Oversee the implementation of approved annual audit schedule and provide management with periodic status reports of audits
- Participate in external auditor interview process, evaluate external auditor proposals and make recommendations to management
- Perform special projects and reviews as assigned.
- Review and update Internal Audit Policies and Procedures to ensure they are written clearly, and are in compliance with regulations
- Identify key control points and weaknesses in the system or function being audited and develop innovative and creative recommendations for correcting unsatisfactory conditions, improving operations, and reducing cost.
- Document audit work and findings in accordance with generally accepted auditing standards.
- Perform any other responsibility as may be required by management

Key Result Areas.

- Number of delivered audit reports and memos
- Number of recommendations issued regarding risks' prevention or detection
- Timeliness of alerts issued regarding important findings revealed in the audit
- % reductions in frauds (both in number of frauds & value)
- % reductions in error rates (both in number of frauds & value)
- Improved annual feedback from other departments (if there is a formal mechanism)
- External audit evaluation score from company's external auditor.

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Organizational Competencies.

- Teamwork
- Planning and Organisation
- Good communication skills
- Analysis and Problem Solving
- Understanding corporate governance principles and practices, legal and regulatory framework applicable to the industry

Functional Competencies.

- Knowledge of IFRS.
- Knowledge of audit procedures and techniques and internal controls.
- Accounting
- Ability to create spreadsheets.

Qualified candidates should forward a copy of their CV to careers@tranex-ng.com on or before the close of business on September 20th' 2019.

Only shortlisted candidates will be contacted for further discussions.