

Job Specification - Internal Auditor

Main Purpose of the Role

The main purpose of the role will be to perform risk-based audits across all business functions within Select Malawi.

Key Deliverables of the Internal Auditor

1. Maintain responsibility for performing individual internal audit projects, as part of the total internal audit plan. This shall include:
 - i. Assisting with the development of internal audit scope.
 - ii. Performing internal audit procedures and preparing internal audit reports reflecting the results of the work performed.
2. Evaluate the adequacy of the system of internal controls and recommend improvements where necessary.
3. Perform follow-up on the status of outstanding internal audit issues and report accordingly.
4. Assist Internal Audit management with:
 - i. Periodic reporting to the Board, as well as to the Audit Committee.
 - ii. Development of the annual internal audit plan.
 - iii. Championing internal control and corporate governance concepts throughout the business.
5. Work performed will include coverage of functional and operating units, focusing on the entire value chain from pre-sales to loan acquisition processes, risk assessment processes, loan auditing and approval processes, loan disbursement processes, bank reconciliation processes, collections and receipting processes and internal administration processes.
6. Compile, review and submit the Internal Audit Template (“IAT”) and Internal Audit Report (“IAR”) on the shared drive.
7. Verify the existence of assets and recommend proper safeguards for their protection.

Reporting Line

The Internal Auditor will report to the Audit Committee of the Board, with a dotted reporting line to the Group Internal Audit Manager.

The Candidate

We seek the following in our desired candidate:

Qualification Requirement:

1. A relevant Graduate Degree in Accounting, Finance or Risk Management, or alternatively a CIA Designation, is essential.
2. Candidates must be a registered member of a recognised professional body of Accountants or Internal Auditing.

Experience / Background Preference:

1. Candidates will ideally have no less than THREE years of public accounting and/or private industry experience with knowledge of accounting, finance and internal controls.
 2. Strong data analysis skills coupled with experience in Information Data Extract Analysis (“IDEA”) is an absolute necessity.
-

3. A Forensic and IT Audit Background will be highly advantageous.
4. Prior industry experience in Asset Management, Capital Markets and/or Micro Lending will be advantageous.
5. Understanding of internal control concepts and experience in applying them to plan, perform, manage and report on the risk assessment and evaluation of various business processes/areas/functions.
6. Understanding of internal auditing standards, COSO and risk assessment practices.
7. Understanding of the technical aspects of accounting and financial reporting.
8. Understanding of basic compliance and monitoring functions in the financial industry.
9. Exceptional computer skills particularly with regard to Excel (data mining) and IDEA (data analysis).
10. An excellent command of Chichewa and English, both written and verbal, is a requirement of the role.

Key Competencies:

The successful candidate will need to demonstrate the following:

1. Strong planning and organisation skills.
2. Analytical and problem-solving skills.
3. Self-assurance and a confident manner.
4. Excellent interpersonal and communication skills, both verbal and written.
5. Established negotiation skills.
6. Strong presentation skills.
7. A self-starter who shows initiative and assumes responsibility for projects.
8. Ability to work independently, with limited direction and guidance.
9. Proven ability to operate independently and exercise significant latitude for independent judgement, discretion, and action.
10. Ability to prioritise and handle multiple tasks within strict time frames within a fast-paced environment.
11. High energy levels.
12. Strong attention to detail.
13. The ability to debate in a constructive manner and to challenge conventional wisdom.
14. The ability to build strong relationships with team members, company management and clients.

Location

The position is based at our Malawi Head Office located at Ground Floor, Centre House Arcade, Robert Mugabe Crescent, Lilongwe.

By nature of the business, travel will be required from any staff member of the company from time to time. In this particular role, the successful candidate should be prepared to travel to all Select Malawi business sites as well Group Head Office in Johannesburg.

Compensation

An annual cost to company remuneration package, which will be commensurate with the technical skills and experience of the successful candidate.

Please forward applications to Tracey Strong: strongt@africanalliance.com

If you do not hear from us within two weeks, please consider your application for this particular vacancy unsuccessful. In this instance, please be assured that we shall retain your application and will be in touch should a suitable opportunity arise in the future.