

GENERAL MANAGER (INTERNAL AUDIT)

Reporting to the Audit Committee of the Board functionally and to the Managing Trustee administratively, the General Manager (Internal Audit) will be responsible for conducting audits and thus providing independent, objective assurance and consulting activity aimed at adding value and improving the operations of the Fund.

KEY RESPONSIBILITIES:

- Develop an annual audit plan based on a risk assessment to determine areas that need to be audited in the Fund
- Formulate and coordinate the implementation of internal audit and risk assessment policies, strategies and plans;
- Ensure internal audits are conducted to assess the effectiveness of internal controls, risk management and compliance with policies and regulations;
- Identify and evaluate risks within the Fund and develop strategies to mitigate the risks;
- Prepare audit reports that summarize findings and recommendations and present to the Senior Management and the Board;
- Recommend improvements to existing processes, to enhance efficiency and effectiveness;
- Ensure the Fund complies with the various laws and regulations and advise on changes that will ensure compliance
- Provide reasonable assurance on the state of risk management, control and governance within the Fund;
- Investigate and detect fraudulent activities within the Fund and implement measures to prevent future occurrence:
- Assess whether resources are acquired economically, utilized efficiently and adequately protected;
- Ensure that resources are acquired and economically used efficiently and adequately protected;
- Liaise with external auditors on annual audit exercise;
- Monitor and track implementation of audit recommendations and verify corrective actions taken;
- Build and maintain strong relationships with stakeholders such as management, external auditors and regulatory bodies;
- Leverage on audit technology and data analytics to enhance the efficiency and effectiveness of audits and
- Provide independent assurance on risk management process on both design and operation.

JOB REQUIREMENTS/SPECIFICATIONS:

- Master's Degree in Finance, Economics, Statistics, Project Management, Business Administration or any other relevant qualification from a recognized institution;
- Bachelor's Degree in Finance, Economics, Statistics, Project Management, Business Administration or any other relevant qualification from a recognized institution;
- Professional qualification such as CIA, CISA, ACCA, CPA (K), CRMA, PRM, or equivalent from a recognized institution;
- At least twelve (12) years' work experience, five (5) of which should have been in a senior management position;
- Membership to a relevant and accredited professional body such as ICPAK, IIA, ISACA, ACCA or any other relevant qualification; and in good standing;
- Leadership Course from a recognized institution or a Certificate in Corporate Governance;
- Proficiency in computer applications; and
- Fulfilled the requirements of Chapter 6 of the Constitution.

COMPETENCIES:

- Excellent understanding of international financial reporting standards (IFRS);
- Excellent grasp of financial and management accounting; taxation and relevant legislation;
- Knowledge of accounting principles and practices, the financial markets, as well as the analysis and reporting of financial data;
- Working knowledge of strategic planning concepts;
- Good understanding of pension scheme related regulations;
- Strong expertise in strategic management, project planning and budgeting, resource management, strategy implementation as well as monitoring and evaluation;
- Risk awareness and focus;
- Analytical and problem-solving skills;
- Strong leadership and people management skills;
- Strong business acumen;
- Strong interpersonal skills, including ability to build alliances and relationships with the right level of sensitivity to diversity; and
- Strong communication and presentation skills.