



JOB ADVERT INTERNAL AUDIT MANAGER

Department: - Internal Audit
Reports to: - Managing Director & CEO
Location: - Magadi
Terms: - Permanent

PURPOSE OF THE JOB

Responsible for carrying out independent and objective assurance of Tata Chemicals Magadi Limited's internal controls through regular audits and/or special investigations in line with the annual audit plan.

MAIN RESPONSIBILITIES

- a) Prepare the annual audit plan in line with key risk areas and strategic priorities of the
- b) Develop the audit program testing procedures in order to guide the audit process.
- c) Review the draft audit reports to ensure compliance to quality standards and audit objectives.
- d) Review follow up reports to ensure management action points are captured comprehensively and timeously.
- e) Attend exit meetings alongside internal auditors in order to discuss and agree on audit findings, risks, root causes, recommendations, timelines and obtain auditees' feedback.
- f) Update and submit final audit report to the Managing Director & CEO for review.
- g) Prepare and/or review the executive summary of the final audit reports for submission to the Managing Director & CEO for onward submission to the Board Audit Committee.
- h) Review special audit reports conducted by the auditors upon request by management for purposes of investigation.
- i) Review continuous audit reports for high-risk areas in line with the audit plan.
- j) Monitor and ensure implementation of external audit recommendations to ensure timely closure.
- k) Review periodic spot check reports on full compliance to applicable controls.
- l) Identify, deploy and motivate the internal audit team through fair performance appraisal, identification of training needs, mentorship and coaching.

KNOWLEDGE/SKILLS/EXPERIENCE

Academic and Professional Qualifications

- a) Bachelor's Degree in any of the following disciplines: Accounting, Finance or Business Administration
- b) Master's degree in a relevant field will be an added advantage.
- c) Certified Public Accountant of Kenya (K) or its equivalent.
- d) Be a registered member of ICPAK in good standing and/or be a Member of the Institute of Internal Auditors IIA

Experience

10 years' experience, 6 of which should be in a management role in a similar position or busy function.

Technical Competencies

- a) Ability to conduct information systems audits
- b) Knowledge of internal audit standards
- c) Working knowledge of internal audit software
- d) Superior Analytical and problem-solving skills
- e) Attention to detail
- f) Independent mindedness

Behavioral Competencies

- a) Customer Focus
- b) Cultivate Innovation
- c) Drives Results
- d) Collaborates
- e) Action Oriented
- f) Technology Savvy
- g) Interpersonal and communication skills
- h) Integrity and Honesty
- i) Ability to work under pressure.

HOW TO APPLY

Testimonials, CVs and academic certificates must be submitted by email to **Vacancies_TCM@tatachemicals.com** before **29th May 2024**.

Tata Chemicals Magadi Limited is an equal opportunity employer and all qualified candidates are highly encouraged to apply.

Please be informed that we do not request for any payments during the recruitment process.

Only shortlisted candidates will be contacted.