



## **BUNISTA SACCO SOCIETY LTD**

*P.O BOX 194-40601,  
BONDO.*

Date: 2<sup>nd</sup> February, 2022

### **RE: ADVERTISEMENT FOR EMPLOYMENT OF AN ASSISTANT INTERNAL AUDITOR: JOB GROUP IV**

**BUNISTA SACCO SOCIETY LTD** is a co-operative society of Jaramogi Oginga Odinga University of Science and Technology employees.

We wish to advertise for the above mentioned post.

#### **KEY ROLES & RESPONSIBILITIES**

- i. Determine internal audit scope, develop annual plans, document process and prepare audit findings report
- ii. Perform and control the full audit cycle including risk management and control management over operations effectiveness, financial reliability and compliance with all applicable directives and regulations
- iii. Undertaking regular transaction and systems review to confirm that internal control Systems are in place and are working Undertaking investigate audits on request
- iv. Obtaining analyzing and evaluating accounting documentation, reports and data
- v. Prepare and present audit reports to the board that reflect audit results and document process on a monthly basis Act as an objective source of independent advice to ensure validity, legality and goal achievement
- vi. identify loopholes and recommend risk aversion measures and cost savings
- vii. Maintain open communication with management and audit committee
- viii. Conduct follow up audits to monitor management's interventions
- ix. Engage to continuous knowledge development regarding sector's rules, regulations best practices, tools, techniques and performance standards.
- x. Good analytical and problem solving skills and ability to handle a range of systems related.
- xi. Ability to monitor ICT S Audit Policies. Standards and Procedures
- xii. Ability to work independently and effectively under pressure and within tight deadlines
- xiii. Unquestionable Integrity and strong ethical standards

#### **EDUCATION AND PROFESSIONAL QUALIFICATIONS**

- Professional qualification such as CPA [part II]
- Degree in any of the following: Accounting, Finance. Commerce, Business Administration or its equivalent
- CISA Certification will be an added advantage
- Advanced computer skills on MS Office, accounting software and databases
- Experience in the sacco sector will be an added advantage

- At least 3 years' experience
- Strong comprehension of ICT system and technologies,
- Must be a member of a relevant professional body i.e IIA or ISACA at least 1 year in good standing

**SALARY:** Negotiable

**JOB APPLICATION PROCEDURE:**

Application should be addressed together with five (5) copies of CV, certificates, current and expected remuneration, three referees and other testimonials to the undersigned **NOT LATER THAN 15<sup>TH</sup>**

**FEBRUARY, 2022** or dropped at the Sacco offices or send via email to [bunistasavingandcredit@yahoo.com](mailto:bunistasavingandcredit@yahoo.com)



THE CHAIRMAN,  
BUNISTA SACCO SOCIETY LTD,  
P.O BOX 194-40601,  
**BONDO.**