

TEFON HUMAN RESOURCES Sarl Vacancy announcement

JOB TITLE: INTERNAL AUDITOR/CONTROL OFFICER

RANK: Senior Chief of Service

Reporting To: MANAGING DIRECTOR

Reporting Indirectly to: External Auditors, Taxation, Internal Controller

Job Purpose/Summary

As an Internal Auditor and Control Officer, you will assess the design and implementation of internal controls, conduct audits and reviews, and provide recommendations to management for enhancing control environments and minimizing risks. Your role involves collaborating with stakeholders, identifying control deficiencies, and promoting a culture of accountability and integrity.

Main Mission/Result Area

- 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.
- Develop and implement internal control frameworks, policies, and procedures to ensure compliance with regulatory requirements and industry standards.
- Conduct risk assessments and internal control reviews to identify areas of potential risk, fraud, or non-compliance.
- Evaluate the design and effectiveness of internal controls, including segregation of duties, access controls, and authorization processes.
- Perform internal audits, reviews, and testing procedures to assess the reliability and accuracy of financial and operational information.
- Document audit findings, observations, and recommendations in audit reports, and communicate results to management and stakeholders.

- Collaborate with departmental managers and process owners to address control deficiencies and implement corrective actions.
- Monitor and track remediation efforts and action plans to address audit findings and control weaknesses.
- Provide training and guidance to employees on internal control principles, policies, and procedures.
- Conduct investigations into suspected fraud, misconduct, or irregularities, and recommend appropriate actions and preventive measures.
- Stay abreast of changes in regulations, laws, and industry standards related to internal controls and risk management.
- Participate in cross-functional teams and committees to support organizational initiatives and projects.
- Liaise with external auditors, regulators, and other stakeholders during audits and inspections.
- Analyze data and trends to identify emerging risks and areas for improvement in internal control processes.
- Monitor compliance with internal policies, procedures, and ethical standards, investigating and addressing violations as necessary.
- Contribute to the development and implementation of risk management strategies and initiatives to enhance organizational resilience and sustainability.

The incumbent may perform other related duties as assigned by management

Competence & Requirements

- Bachelor's degree in accounting, finance, business administration, or related field; CPA, CIA, or CISA certification preferred.
- Proven experience in internal auditing, internal controls, or risk management roles.
- Strong understanding of internal control principles, practices, and frameworks (e.g., COSO, SOX).
- Knowledge of auditing standards, regulatory requirements, and industry best practices.
- Analytical and critical thinking skills to assess risks and evaluate control effectiveness.

- Excellent communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels.
- Attention to detail and accuracy in auditing and documentation.
- Proficiency in audit tools and software, as well as Microsoft Office suite.
- Integrity, professionalism, and ethical behavior in handling sensitive information and investigations.
- Ability to work independently and collaboratively in a team environment.
- Required Skills:
- Internal auditing

*All interested candidates should submit a CV and cover letter
to: tefonhr@tefonservices.com/www.tefonservices.com
latest 24th April 2024*

