



Job Description

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Job Title Head of Audit	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Head of Department	Industry Manufacturing
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Manufacturing: 10 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The role holder will lead the Internal Audit function and ensure efficient systems of control and compliance in all sections of the organisation. Provide an assurance on the degree of risk management within the audited activities. This role will get to work on more complex audits such as cross-functional and multi-location high-risk audits and will also provide the opportunities to interact and engage with both Regional and Country Stakeholders.

Responsibilities

Business Pillars Contribution

- Review and ensure the development and implementation of strategic and annual audit work plans and budget for the Audit Unit
- Oversee the execution of performance, compliance, operational and financial audits in accordance with acceptable standards
- Appraisal and report on the soundness and application of the system of controls operating in the organisation
- Oversee the evaluation of the effectiveness of the risk management and governance process and contribute to the improvement of the risk management and governance process.
- Evaluate compliance of the organisation with enactments, policies, standards, systems and procedures and recommend corrective actions.
- Undertake special investigation at the request of Management and the Board
- Review and submit reports (Annual Audit report and quarterly report on the execution of annual audit workplan)
- Monitor the implementation of recommendations made in audit reports
- Ensure training, mentoring and development of the audit team and liaise with HR towards the development of a succession plan for the department
- Support to update the relevant assigned risk assessments on a regular basis to ensure that changes in risk profiles are identified in a timely manner, proposing changes to the assigned audit plan, as appropriate.
- Be prepared to raise issues/concerns outside the normal audit process.
- Take personal responsibility for embedding the highest standards of ethics, including regulatory and business conduct, across the organisation.
- Attend stakeholder meetings to keep up-to-date on key business matters and to provide the right challenge to ensure risks are appropriately identified, and discussed and timely remediation plans are put in place.

Customer Satisfaction

- Build good working relationships with the business to facilitate execution of audit work, help improve the control environment and keep updated with changes in the risk profile of the business.

- Follow up the recommendations implementation on carried out audits.
- Fostering effective relationships with key stakeholders.

Education & Qualifications

- A Bachelor's degree in Accounting, Finance or any related field
- Masters degree in a relevant field.
- CPA, ACCA or equivalent.

Requirements

An experienced career auditor with a minimum of 10 years audit experience preferably with a manufacturing company.

Characteristics

- Strong communication skills, both written and verbal, with ability to influence business management, other stakeholders, and peers.
- Confident and courageous to raise/escalate issues in a proactive, professional and timely manner.
- Track record of performing work independently with minimal supervision and meeting stretch timelines; comfortable to deal with ambiguity and solve problems.
- Ability to collect and objectively analyse and apply information, "thinking out of the box" where necessary, in supporting the planning, fieldwork or reporting of results of internal audit engagements.
- Displays initiative and knows when and how to seek guidance.
- Willingness and capacity to learn on the job.
- Responds enthusiastically to tasks allocated, accepts responsibility readily and demonstrates business professionalism.
- Good time management, well-organised with the ability to prioritise and plan workload to ensure delivery to timescales.
- Ability to work in a team and willingness to assist team members.

Driving Licence

Not Required

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