Job Description

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Job Title
Internal Control Officer

Job Location
Dar es Salaam

Category
-

Job Type
Full Time

Job level
Intermediate

Industry
-

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
-

Secondary Industry
-

Primary Category
-

Secondary Category
-

Certificate
-

Qualification
-

Summary

The Internal Control Officer is responsible for supporting the organisation's management in designing and support local management in implementing, the internal control systems. Further, he/she is responsible for conducting monitoring activities to ensure (i) the completeness and accuracy of the internal control framework, (ii) the financial reporting, (iii) the compliance with applicable laws and regulations and (iv) to enhance the operational efficiency. This role involves designing controls, planning and conducting (i) risk assessments, (ii) reviews, , and (iii) recommending improvements to improve the organization's internal control environment. In his/her role, the Internal Control Officer may conduct investigations as established in the local ERM (Enterprise Risk Management) policy.

Responsibilities

Risk Assessment:

- Identify, assess, and document financial, process, operational, and compliance risks.
- Develop strategies to mitigate identified risks.
- Support management in mapping and updating the organisation's risk universe.

Control Design and Implementation:

- Support management in designing and implementing policies, procedures and controls to assess and mitigate financial, operational and compliance risks, including but not limited to safeguard of assets and accurate financial reporting.
- Ensure internal controls are aligned with organisational objectives and regulatory requirements.

Monitoring and Evaluation:

- Conduct regular reviews to assess the effectiveness and efficiency of internal controls.
- Identify control weaknesses and recommend corrective actions to management.
- Follow up on audit recommendations to ensure timely implementation.

Compliance Assurance:

- Ensure organisational activities comply with internal policies and external regulations.
- Stay updated on changes in laws, regulations, and industry standards affecting the organisation.

Reporting and Communication:

- Prepare comprehensive reports on the status of internal controls, including findings and recommendations.

- Communicate control issues and improvement plans to senior management and other stakeholders.
- Report the internal controls activities and related follow up status to the Board regularly.

Training and Awareness:

- Provide training and guidance to staff on internal control procedures and compliance requirements.
- Promote a culture of integrity, accountability, and risk awareness throughout the organisation.

Fraud Prevention and Detection:

- Develop and support management to implement mechanisms to prevent, detect, and investigate fraud and other irregularities.
- Collaborate with other departments to ensure a comprehensive approach to fraud risk management.

Investigations:

- Plan and conduct investigations into suspected violations of internal controls, fraud, and other irregularities.
- Gather and analyse evidence, interview relevant parties, and prepare investigation reports with findings and recommendations.
- Work with legal, HR, and other relevant departments to ensure proper handling and resolution of investigation outcomes.

Education & Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- Professional certifications such as CIA, CFE, CPA or CISA are preferred.
- Strong understanding of internal control frameworks and risk management principles.

Requirements

- A minimum of Five(5) years' experience in Internal Control or Audit function

Characteristics

Skills / Attributes:

- Excellent analytical and problem-solving skills.
- High level of attention to detail and accuracy.
- Strong communication and interpersonal skills.
- Proficiency in internal control software and audit tools.
- Knowledge of relevant laws, regulations, and industry standards.

Reporting To

- Managing Director

Driving Licence

Not Required

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