***2.Audit and Compliance Assistant-ASSL/ACA/24***

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| **Job Title:** | Audit and Compliance Assistant |
| **Department:** | Internal Audit and Compliance  |
| **Section** | Internal Audit  |
| **Reports to:** | Internal Audit and Compliance Manager |
| **Direct Reports:** | None |
| **Location**  | Nairobi |
| **Job purpose:** |
| This is responsible for supporting the Internal Audit and Compliance Manager in execution of internal audit and compliance roles and responsibilities. |
| **Key duties and responsibilities:** |
| 1. Prepare and implement audit programs and plans for specific audits in consultation with Internal Audit and Compliance Manager to ensure completion within agreed schedule.
2. Conduct operational Audits, by examining records, accounting systems and procedures relating to operations and processes to ensure compliance with, regulatory guidelines, Sacco Policies and Procedures.
3. Review financial audits to ensure accuracy and reliability of accounting records, safeguarding the Sacco assets, and reports on the reliability of the saccos’s financial statements.
4. Participate in the development and testing of the Sacco’s internal control environment related to the initiation, authorization, recording, processing, reporting and disclosure process of financial transactions to verify the Sacco’s compliance with SASRA regulations.
5. Developing and performing testing of Special Study audits, which are performed upon request to establish and report any unusual or suspicious activity.
6. Developing and implementation of the annual audit work plan.
7. Scheduling and executing audits and reviews as per the annual work plan.
8. Conducting special reviews and advisories on emerging areas of system and operation audits.
9. Preparation of reports to management and Board on compliance and monitoring reviews undertaken.
10. Participates in the review of the Sacco’s operating system, security software tool, or IT processes and procedures.
11. Support the Sacco’s external auditors in performing various audit procedures such as confirmations, creating reports, direct testing, etc. for their examinations
12. Collect, analyze, interpret and recommends information which supports internal audit reports.
13. Perform any other duties as may be assigned from time to time by the supervisor
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| **Knowledge, experience, and qualifications required** |
| **Academic and Professional Qualifications/Memberships to professional bodies:** |
| 1. Diploma in Accounting/Finance/Financial risk management or relevant field
2. Minimum professional qualification of CPA Part 2 (Intermediate Level) or ACCA Level 2
3. Certifications in Chartered Financial Analyst, Certified Internal Auditor, Certified Information Systems Auditors is an added advantage.
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| **Experience Required:**  |
| 1. At least 1-year relevant experience in financial service industry
2. Experience working in Sacco sector will be an added advantage
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| **Role Competencies** |
| **Technical Competencies:** | **Behavioral Competencies:** |
| 1. Compliance Management
2. Risk Identification
3. Data analytics
4. Information Systems audit
5. Understanding of audit standards
6. Proficient in computer assisted audit techniques
7. Document workflows
8. Business processes
9. Report writing
 | 1. Customer Focus
2. Cultivate Innovation
3. Collaborates and team player
4. Person of integrity
5. Proactive
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