

Shariah (Salih) Auditor-CPF/SA/24

Job Title:	Shariah (Salih) Auditor
Department:	Internal Audit
Section	Internal Audit Operations
Reports to:	Manager Operations Audit
Location	Nairobi
Contract Duration	6 Years

Job purpose:

This role is responsible for evaluating and ensuring compliance with Shariah principles in the operations of SALIH (The CPF Shariah Compliant Retirement Benefit Fund). This role involves conducting audits, assessing processes, and providing recommendations to enhance Shariah adherence across all SALIH's operational functions.

Key duties and responsibilities:

1. Assess SALIH Shariah Governance Framework (SGF) periodically to ascertain if a proper shariah risk management framework for compliance to shariah at all levels exists.
2. To examine the fund's (CPF-SALIH) current situation and to check whether it is adhering to Shariah rules and regulations.
3. To re-check if the investments undertaken in the period of review are Shariah permitted, lawful and not done in a manner that contradicts shariah principles either morally or socially
4. To assure the public and stakeholders that their funds are invested in businesses that are in conformity with their faith as directed by SAC.
5. To examine whether there is a framework to manage shariah risk (i.e. an internal shariah audit unit, systems that ensure segregation between the conventional and SALIH funds etc.)
6. To examine how the non-shariah compliant earnings of SALIH members are treated.
7. To examine whether all the approved transactions have been undertaken in accordance with the directions given by the Shariah Advisory Committee.
8. To examine Shariah compliance in all SALIH documentation including marketing materials, contracts, circulars, policies etc.
9. Carry out post-audit reviews to monitor progress on the implementation of audit recommendations
10. Review and document responses to audit reports, initiate follow-up action, and forward to management all the recommendations for their action.

11. Make a follow up audit on pending cases (Collect the audit client's response).
12. Perform any other duties as may be assigned from time to time.

Knowledge, experience, and qualifications required

Academic and Professional Qualifications/Memberships to professional bodies:

1. Bachelor's Degree in finance, Accounting, Islamic Studies, or a relevant field.
2. Certified Public Account (K) or Association of Chartered Certification Accountants (ACCA) or any relevant professional qualification/certification
3. A member in good standing in ICPAK and IIA Kenya.
4. Shariah Auditor Certification by Accounting and Auditing Organization for Islamic Financial Institutions AAOIFI)
5. Membership to ISACA is an Added Advantage
6. Knowledge in Sharia Operations

Experience Required:

1. At least 2 years' relevant experience in a similar organization or busy audit function

Role Competencies

Technical Competencies:

1. Compliance Management
2. Risk Identification
3. Data analytics
4. Information Systems audit
5. Understanding of audit standards
6. Understanding of Shariah Compliant regulations
7. Proficient in computer assisted audit techniques
8. Document workflows
9. Business processes
10. Report writing

Behavioral Competencies:

1. Customer Focus
2. Cultivate Innovation
3. Collaborates and team player
4. Person of integrity
5. Proactive