



**VACANCY ANNOUCEMENT
INTERNAL AUDIT OFFICER (1)**

A. Background

VSF Germany is an international Non-Governmental Organization, providing humanitarian aid and development assistance to pastoralist and vulnerable communities in areas where livestock is of importance. In the region VSF Germany implements activities in Kenya, Sudan, Somalia, South Sudan, Uganda and Ethiopia.

We support in animal health and production, agriculture, marketing, food security and food safety and developing the capacity of communities and government institutions. In conflict zones we are initiating peace and conflict resolution. VSF Germany is seeking to recruit a qualified and well experienced person to fill in the position of Internal Audit Officer. The position reports to the Head of Internal Audit and Compliance and is based at the Regional Office in Nairobi, Kenya, with frequent travel to project implementing locations.

B. Principal Duties and Responsibilities

The duties include but are not limited to:

- Delivery from planning to completion the program of work as set out in the internal audit plan as part of continuous auditing.
- Updating the status of the previous internal and external findings on a quarterly basis, reviewing resolved issues and preparing the quarterly status report in the set format for review by the internal auditor
- Carrying out operational audits which evaluate and encourage compliance with prescribed organizational policies and procedures in order to promote operations efficiency.
- Carrying out financial audits to check the accuracy and reliability of accounting records, safeguarding of company assets, and reports on the reliability of the VSF G's financial statements.
- Developing and performing testing of VSF G's internal control environment related to the initiation, authorization, recording, processing, reporting and disclosure process of financial transactions and financial reporting to verify compliance with set guidelines and requirements.
- Carry out compliance audits which evaluate both VSF G's and employee compliance with the regulations and rules of the countries of operation, rules governing NGOs, and other governing regulatory agencies.
- Developing and performing testing of Special Study audits, which are performed upon request. This is an audit that takes place as a result of a report of unusual or suspicious activity on the part of a department or individual.
- Assists with developing and performing Fraud audits.
- Competently utilizes audit tools, techniques, and procedures in all assigned internal audit programs.
- Collect, analyze, interpret and document information which supports internal audit results. This includes presentation of clear, concise and timely working papers in line with international internal auditing standards for review by the internal auditor
- Make recommendations to VSF G management and suggest changes to the policy, procedure manuals, forms, processes, etc.
- Reports audit evaluations in the form of written audit reports to the Internal Auditor and Management. The timely delivery of professional written draft reports and practical value-added recommendations on issues arising during audit work
- Perform other duties as assigned

C. Experience, skills and knowledge requirements

- University degree in bachelors of commerce accounting option or any other related business degree
- Full membership of a recognized professional accountancy body
- Minimum 4 years' experience of working in an audit environment (**Experience in NGO audits and Projects Audit is an added advantage**).
- Excellent technical audit and accounting skills
- Excellent oral and written communication and interpersonal skills with an ability to work effectively at all levels
- Ability to present adequate working papers to enable the internal auditor to assess work done and matters to be reported
- Act in a professional and ethical manner at all times including observing the confidential nature of internal audit's work
- A positive and flexible can-do attitude and self-starting ability with the aptitude to take ownership of projects as required and see them through to completion
- Highly organized with strong organization and planning skills, ability to prioritize tasks and deliver assigned audits in line with the audit plan

D. Other Requirements

- ✓ Team player, self-motivated, ability to work with minimum supervision
- ✓ Ability to prioritize, problem-solve and meet agreed deadlines
- ✓ Ability to multi task under tight deadlines,
- ✓ Good working knowledge of Microsoft Application Packages relevant to the needs of the job
- ✓ Demonstrated ability to transfer knowledge through informal and formal training.
- ✓ Strong interpersonal skills and the ability to work in a team.

How to apply:

Interested and qualified candidates should submit an application letter indicating current pay and CV plus 3 names of referees (one of them being their immediate supervisor) with their full contacts to: <https://forms.gle/PBXst6332hXpiHEu7> . Only short-listed candidates will be contacted for interviews. Closing date for receiving applications is **3rd December 2023, before midnight**.

Disclaimer:

VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents. Do not submit copies of transcripts, academic degrees, or recommendation letter at this stage as you will provide them up on request only. NB: Canvassing for the position through unfair means shall lead to automatic disqualification.