



Ref: KIMTVC/ADM/06-2023

Date: 04th September, 2023

JOB ADVERTISEMENT

Applications are invited for the position of an **Internal Auditor** on a 3 years renewable contract. **Job Group KIMTVC 9.**

Requirements

- Bachelor Degree in Finance or Accounting OR Bachelor Degree in Economics.
- Professional Qualification of CPA (K) mandatory.
- Proven work experience as an Auditor.
- Solid knowledge of the International Public Sector Accounting Standards (IPSAS)
- Experience in using Financial Management software.
- Excellent analytical and numerical skills.
- Knowledge of the PFM Act of 2012, PPD Act of 2015 and Public Procurement Regulations 2020.
- Strong professional ethics.

Responsibilities will be;

- Keep accurate audit records for all audit activities.
- Monitor financial management per vote head and advise the BOG/Principal accordingly.
- Audit accounts payable and accounts receivable regularly.
- Check internal system on financial data on real time basis.
- Audit reports on reconciled bank statements on timely basis.
- Audit weekly and monthly transactions. Audit quarterly and annual Financial Statements and reports as per the International Public Sector Accounting Standards (IPSAS)
- Participate in Financial Audits to provide every necessary support required by the external Auditors from the Government auditing agency.
- Monitor and report on the implementation of the college annual budget and the procurement plan.
- Monitor and report to the board on the implementation of the financial management policy manual of the college, the Public Finance Management Act 2012, the Public Procurement & Disposal Act 2015 and the Public Procurement Regulations 2020.
- Be the Secretary to the BOG Risk & Internal Audit Committee.
- Develop annual Risk Management Plan and carry out regular internal audits to ascertain risks and put mitigation measures to prevent loss of resources and enforce compliance/adherence to Government Regulations and the College Policies.
- Any other duty that may be assigned to you by the Principal/BOG Secretary.

Interested candidates are asked to send application letters together with copies of their academic and professional certificates and testimonials relevant for the post, to reach the undersigned on/before **13th September, 2023 by 5.00 pm**. PWDs who meet the above requirements are also encouraged to apply.

Note: Only shortlisted candidates will be invited for an interview.

The Principal/BOG Secretary
Kimasian Technical and Vocational College
P.O. Box 1149 – 20200, KERICHO. Email: kimasiantvc@gmail.com

