



# ST. PAUL'S UNIVERSITY

*Your University of Choice!*

## JOB VACANCY

St. Paul's University is a Christian Ecumenical institution of higher learning in Kenya with campuses in Limuru, Nairobi, Machakos and Nakuru. Since the award of Charter in 2007, St. Paul's university has continued to experience sustained growth with courses in various fields of study, research programs, student population of over 7000 and 300 full time staff. Qualified and competent personnel have remained the key to its growth. To this end, the university wishes to recruit committed Christian who is motivated, with demonstrable competencies to the position below:

### HEAD OF INTERNAL AUDIT

#### PURPOSE OF THE JOB

The scope of the job is to provide independent and objective assurance and consulting activity of the University's operations to the University Council's Risk Management & Audit Committee (RMAC) on the overall adequacy and effectiveness of the University's arrangement for governance, risk management, and internal controls and their impact on the operations of the university.

#### KEY RESPONSIBILITIES AND DUTIES/JOB SPECIFICATIONS:

- Accountable for establishing an effective audit culture by developing and continuously updating audit planning processes, risk assessment, and operational planning including putting in place an audit charter, audit manual, and relevant guidelines.
- Accountable for developing the university's Annual audit plan based on a risk-based methodology. The plan is presented to the university council's Risk Management and Audit Committee (RMAC) annually for approval.
- Auditing, reviewing, and evaluating the soundness, adequacy, and application of Accounting, financial, asset acquisition, use and management, ICT, and other operating controls, and promoting best practices.
- Ensure audit standards are applied for written work programs and working papers and that sufficient competent documentation is obtained to evidence audit work performed and conclusions drawn.
- Conducting risk assessments associated with the university's operations, including financial, operational, and compliance risks.
- Appraising and determining compliance with laws, statutory requirements, policies, guidelines, plans, and regulations.

- Inform the Risk Management and Audit Committee (RMAC), Finance and General Purpose Committee (FGPC), and Board of Management of audit activities and any material audit findings through routinely scheduled reports and meetings.
- Evaluating the quality of performance in all areas of the operations including, and not limited to programs, financial internal controls, adequacy management's data/records, application of human resources, and capacity levels.
- Providing effective leadership to the audit team to ensure timely implementation of the approved audit plan and ensure maintenance of high-quality standard of audit work.
- Maintain regular communication with the Board of Management, Risk Management and Audit Committee (RMAC), and regulators on all matters of governance and/or compliance.

## REQUIREMENTS

- Must be a member of The Institute of Certified Accountants of Kenya (ICPAK) or Institute of Internal Auditor (IIA), or Information Systems Audit and Control Association (ISACA) or equivalent in good standing.
- Have a minimum of 9 years of work experience in Internal audit, External Audit, or Risk Management/Governance.
- Master's degree in any of the following disciplines: Commerce, Finance, Business Administration, Business Management (Finance and Accounting option), or equivalent from a recognized institution.
- Bachelor's degree in any of the following disciplines: Commerce, Finance, Business Administration, Business Management (Finance and Accounting option), or equivalent from a recognized institution.
- Certified Public Accountant (CPA) professional qualification, or Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE), or Certified Information Systems Auditor (CISA).
- Excellent Microsoft Excel and Financial Modeling skills.

## KEY COMPETENCIES AND SKILLS:

- Good communication and reporting skills
- Attention to detail and quality orientation skills
- Good analytical skills
- Good interpersonal and interviewing skills

Interested candidates who meet the stated requirements can submit applications via the address below:

**[recruit@spu.ac.ke](mailto:recruit@spu.ac.ke)**

All applications should be submitted on or before **20<sup>th</sup> May, 2023**.

Only shortlisted candidates will be contacted.

**NB: ST. PAUL'S UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.**