

LANDnet Uganda

Job Description

Job Title: Internal Auditor

Grade: D

Supervisor: DIRECTOR

New Position: YES

Date Employed: November 2017

JOB SUMMARY

The Internal Auditor will be responsible to the Director for ensuring compliance and prudent utilization of LANDnet's resources. The Internal Auditor will be responsible for performing and the planning and execution of compliance, financial, and operational audits and special projects. He/she will examine and evaluate the adequacy and effectiveness of the system of internal controls, compliance in accordance with LANDnet approved policies and guiding documents. The Internal Auditor regularly interacts with mid-to-senior level management to discuss issues and recommend improved operational practices. He/she will be responsible for generating internal financial, operational and compliance audits three times a year ready for submission to the LANDnet Board of Directors.

Job Responsibility 1. Ensuring the reliability and credibility of financial management. (40%)

- Develop a thorough understanding of LANDnet business processes in scope for assigned audits.
- Examine documentation, including all reports, statements, records, and memos to gather information relating to internal controls.
- Reconcile documentation with actual inventory or assets to ascertain accuracy.
- Completes standard paperwork and questionnaires to confirm internal controls
- Prepare reports and preserves documentation pertaining to audits for internal record
- Presents summarised findings concerning audit results and trends for LANDnet.
- Analyses audit results to determine methods for increasing surplus and decreasing unnecessary costs
- Document the processes in flowcharts and/or process narratives.

Job responsibility 2. Analyzing the procedures, processes, and activities related to the preparation and carrying out of activities in line with LANDnet's systems and policies. (25%)

- Ensure that LANDnet complies with internal regulations and established control protocol
- Evaluate the adequacy of process design and the effectiveness of controls in meeting LANDnet systems control objectives.
- Identify and document control and process weaknesses and provide evidential support for findings.
- Assesses best financial practices for LANDnet and makes relevant, informed suggestions
- Propose practical and value added recommendations to address control weaknesses and/or process inefficiencies.

- Organize and reference work papers for review by management.

- Keep up-to-date on audit procedures and regulations by attending conferences, workshops, and continuing education seminars

Job Responsibility 3 Responsible for risk management (20%)

- Identify and document inherent risks and controls within LANDnet business processes

- Develop a risk based test plan by selecting appropriate audit approach, test procedures and sampling criteria based on professional judgment and internal audit methodology as will be defined.

- Makes recommendations for the best ways for LANDnet to avoid fraud and reduce waste

Job Responsibility 4. Ensuring availability of financial information to management and the Board (15%)

- Prepare concise and informative audit reports to effectively communicate the findings and recommendations to the Board of Directors.

- Participates in meetings with individuals and departments to update LANDnet's management team on findings and the audit process

CONTACTS/KEY RELATIONSHIPS/COLLABORATION:

Internal relationship

- Regular contact with all Project officers, technical managers, the Management team and the Director.

WORK CONDITIONS

The position is based in Kampala, but with 20% of time spent on travels and supporting field operations.

QUALIFICATIONS AND COMPETENCES

- Bachelor's or Master's Degree in Accounting or Finance, Accounting, Auditing.
- A professional qualification in a financial discipline is an added advantage
- A minimum of 5 years' experience in finance or audit working in an NGO
- Knowledge of legal and financial systems, documentation and record keeping.
- Attention to detail, problem solving, critical thinking, analysis, teamwork.
- Strong written and verbal communication.
- Computer literate and with hands on experience.
- High standards of integrity.
- Good writing, communication and interpersonal skills.
- Good planning, time management and prioritizing skills.

Signed: _____ Date: _____

Name:
Internal Auditor

Signed: _____ Date: _____

Director
LANDnet