



**The Kenya Scouts  
Association**

**POSITION VACANT: Internal Auditor (1 position)**

**STATION: KSA HQ, Nairobi.**

**Role**

The Internal Auditor is responsible for providing assurance regarding the effectiveness of the Association risk management, control, governance process, financial and non-financial performance management system to the management and Audit & Risk Management Committee of the National Scout Board.

**Key Functions/Responsibilities**

The key responsibilities of the Internal Auditor are as follows:

- i) Formulating and coordinating implementation of internal audit policies and strategies;
- ii) Developing a flexible annual audit plan using Association risk assessment, including any risk control concerns identified by the management and submit that report to the Audit & Risk Management Board Committee for review and approval;
- iii) Providing reasonable assurance through the audit committee on the state of risk management, control and governance within the Association;
- iv) Reviewing and evaluating budgetary performance, financial management, transparency and accountability mechanisms and processes in the Association;
- v) Issuing quarterly reports to the National Executive Commissioner and the Audit Committee summarizing the results of the audit activities;
- vi) Serving as secretary to the Audit & Risk Management Board Committee;
- vii) Conducting risk-based, value-for-money and systems audits aimed at strengthening internal control mechanisms that could have an impact on achievement of the strategic objectives of the Association;
- viii) Verifying the existence of assets administered by the Association and ensuring that there are proper safeguards for their protection;
- ix) Managing the implementation of the annual audit plan as approved, including any special tasks or projects requested by management and the Audit and Risk Management Board Committee or by the National Scout Board;

- x) Reviewing financial statements and prepare a report on their accuracy and present it to the Audit and Risk Management Board Committee before submission to Office of the Auditor-General;
- xi) Participate in preparation and submission of quarterly report on anti-corruption initiatives at the Association to the Ethics & Anti-corruption Commission;
- xii) Reviewing the effectiveness of the financial and non-financial performance management system; and
- xiii) Assisting in the investigation of significant, suspected fraudulent activities within the Association and notify management and Audit Committee of the results

### **QUALIFICATIONS, KNOWLEDGE AND SKILLS**

- i) Bachelor of Commerce Degree in Accounting, Finance or Business Administration or an equivalent qualification from a recognized institution.
- ii) Should have a professional qualification in Accounting – CPAK(K)/ACCA or CIA(K) or equivalent qualification from a recognized institution.
- iii) Membership of Institute of Public Accountants of Kenya, ICPAK or Institute of Internal Auditors, IIA(K)
- iv) Certificate in Management Course
- v) Proficiency in computerized accounting.
- vi) Certification as Information System Auditor (C.I.S.A) will be an added advantage
- vii) At least four (4) years working experience in auditing, preferably in a Public Sector or Non Profit Making Environment.
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya.

### **TERMS AND CONDITIONS**

The engagement shall be on contract terms and the remuneration package is negotiable, but guided by the prevailing market rates. Such remuneration shall be subjected to normal tax deductions.

All applications should be addressed to:

*National Executive Commissioner  
The Kenya Scouts Association  
P.O Box 41422-00100, NAIROBI*

Sent by email to [nec@kenyascouts.org](mailto:nec@kenyascouts.org) to reach not later than Wednesday, 15<sup>th</sup> November, 2017.