



## **MINISTRY OF FINANCE NATIONAL PLANNING AND TRADE**

### **VACANCY**

#### **Senior Internal Auditor**

#### **Internal Audit Division**

#### **Duties and Responsibilities:**

- Oversee the office in the absence of the Principal Auditor, Deputy Chief Internal Auditor and the Chief Internal Auditor
- Responsible for the supervision of subordinates
- Ensure audit coverage, ensure that risk profiles are prepared and risk assessment guidelines are followed
- Assist the management in the preparation, updating modifying and developing of strategic audit plans, manuals, tools and other procedures and the implementation of same
- Assist in the preparation of Annual Audit Plan
- Ensure that Individual Audit Plans are prepared, executed and followed-ups, plan and coordinate resources and audit plans
- Responsible for staff performance appraisal; under their direct responsibility assigned, provide training and knowledge to motivate audit teams to enhanced their competences. Work closely with Internal Auditor for training/motivation and required advice as appropriate.
- Delegate work to subordinates and ensure adequate coverage of work
- Liaise with client's senior management as appropriate to establish and maintain sound working relationships and foster positive professional image and discussion of audit report.

- Take a lead on investigation works undertaken as assigned.
- Review and finalizing of audit reports, annual reports and special purpose reports
- Other relevant duties which may be required from time to time.

### **Minimum Entry Requirements:**

Master's Degree in Accounting, Management, Economics or Finance streams plus five years as Internal Auditor;

Level II of Association of Chartered Certified Accountants (ACCA)/Intermediate level of Chartered Accountancy/Managerial Level of Chartered institute of Management Accountant (CIMA) or Degree in Accounting, Management, Economics or Finance streams plus 3 years as an Internal Auditor; or

CIA Level III plus 6 years' satisfactory work experience in auditing or 3 years as an Internal Auditor; or

Candidates with double Membership qualification of any combination of (CA, CIMA, ACCA, CFA, CIA, CMIIA or MBA)

### **Interpersonal skills:**

- Must possess good interpersonal and excellent communication skills.
- Excellent organizational and planning skills, time management skills and multitasking.
- Ability to manage personnel.
- Able to work well under pressure.

### **Salary: Competitive salary dependent on experience**

Interested candidates should forward an updated CV with a cover letter, certificates, references and passport photo to:

**The Human Resource Section**  
**Ministry of Finance National Planning and Trade**  
**Liberty House**  
**P O Box 313**  
**Or**  
**hr@finance.gov.sc**

**Closing date: 7 April 2023** only shortlisted candidates will be invited for interview. For further enquiries please contact 4382068.

