

## JOB ADVERT

### **Background**

Umoja is one of the fastest growing microfinance institutions in Uganda, which started her operations on 1<sup>st</sup> October, 2021, and currently has a network of 78 branches across the country, with a Head Office located at Plot 1a, Suuna, Lane, Ntinda. Umoja is licenced by the Uganda Microfinance Regulatory Authority (UMRA) and a member of the Association of Microfinance Institutions of Uganda (AMFIU). Umoja Microfinance exists to serve and empower people to build brighter futures together. Umoja means “**Unity**” in Swahili. We are focused on improving lives through financial inclusion for all people. By providing the initial step up to those in need we believe we can break the cycle of poverty and empower a new generation of entrepreneurs and leaders in their communities.

Due to expansion in scope of our programmes, we are now seeking for qualified and passionate individual willing to share in our vision and join the team in the following role.

### **Position: Internal Auditor - Special Audits & Investigations**

**Report to:** Internal Audit Manager.

**Location:** Main duty station is head office, Kampala, however this role requires regular and extensive travel across the country, in our branches network.

### **Role Overview.**

The Internal Audit Officer – Fraud is responsible for conducting investigations into fraud and irregularities involving the company's employees, customers, third parties, and transactions. He/ She also plans, organizes and conducts various types of internal audits as per the Audit plan.

The incumbent will help Umoja Microfinance accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of risk management and controls.

### **Duties and Responsibilities include (but not limited to):**

- ❖ Investigate and analyse financial and operational data to uncover instances of fraud, irregularities.
- ❖ Collaborate closely with legal and law enforcement officers where investigations proceed to police or court.
- ❖ To conduct branch/ departmental audits each month according to the audit plan.
- ❖ Help audit and ensure operational effectiveness by visiting client groups in branches.

- ❖ Writing investigation/ audit reports backed up with clear evidence and working papers after every investigation/ audit exercise.
- ❖ Performing the full audit cycle including risk assessment, planning and evolution of effective of internal controls over operations, financial analysis and reliability, in addition to compliance with all applicable laws and regulatory requirements.
- ❖ Obtaining, analysing and evaluating accounting documentation, reports, data, flowcharts, system postings etc.
- ❖ Stay updated on industry trends, best practices, and regulatory changes related to fraud detection and prevention.

### **Academic Qualifications.**

- ❖ A Bachelor's Degree in Accounting, Commerce or Finance, or other relevant disciplines is required
- ❖ Certified Public Accountant (CPA/ ACCA) certification required; Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE) certification is preferred.
- ❖ An IT related qualification/background is not essential but would be an advantage.

### **Skills/Knowledge.**

- ❖ A minimum of 3 years of related work experience, with expert skills in fraud investigations, auditing techniques, accounting, analytics, critical thinking etc.
- ❖ Knowledge of fraud prevention, detection, resolution and investigation.
- ❖ Knowledge of Internal audit procedures and Auditing standards and relevant laws.
- ❖ Ability to provide detailed perspectives of investigations or audit findings, which are backed up with clear working papers and evidence.
- ❖ A high degree of computer literacy, demonstrated ability to integrate technology into the work environment.
- ❖ Current knowledge of industry best practices, trends and issues.
- ❖ Highly developed organizational, communication and presentation skills.
- ❖ Some management or leadership skills.
- ❖ Experience in budget planning and implementation would be advantageous.
- ❖ Ability to travel long distances at short notice, including travelling overnight.

**Note:** Staff applying for this role **MUST** have never been involved in any fraud case, whether discovered or not.

If you meet the above requirements and interested in applying, please send your applications to [recruitment@umojamicrofinance.com](mailto:recruitment@umojamicrofinance.com) or hand deliver it to Umoja Microfinance head office, Plot 1a Suuna Lane, Kampala. For more information, please contact our office on +256 200956326/ 0786-721793/ 0706542094. You must include your CV, cover letter and copies of relevant academic qualifications. The deadline for applications is 28<sup>th</sup> August, 2024.