



## VACANCY ANNOUNCEMENT

We are seeking suitable candidates to fill the following position:-

**Job Title: Internal Audit and Compliance Manager (1 position)**

Reports to: Chief Executive Officer/ Board of Directors

Supervises: Audit Assistants

### **Job purpose:**

The candidate will examine and evaluate the adequacy, effectiveness and efficiency of the company's internal control systems, processes, and procedures and recommend corrective actions to improve operations, enhance internal controls and reduce costs where possible in line with the company's policy, regulations and SOPs.

### **Specific Tasks:**

- Develop and execute internal audit plans with detailed scope, timing of audit activities, the nature of audits, e.g. financial, operational, and compliance audits ensuring these are completed efficiently and effectively in accordance with relevant policies, procedures and quality standards.
- Regularly review the accuracy, timeliness and relevance of financial information and other disclosures provided to management and discuss significant issues identified with management.
- Provide assurance and consulting services to management and the board on risk management, control and governance process.
- Review the adequacy of and provide recommendations on internal control systems in regard to procurement; management of supplies and equipment; fixed assets; fleet management; stores records; taxes (compliance with Uganda law and timeliness of payment); etc.

- Conduct timely lead fraud and suspected fraud investigations in collaboration with all relevant stakeholders and submit report to management with recommendations for action.
- Identify key areas of risk within the company and propose appropriate controls to mitigate the risks.
- Monitor non-compliance and escalate any issue to management where non-compliance is not addressed.
- Develop and operationalize compliance assessment tools and facilitate their implementation across all departments to ensure compliance controls and to mitigate related risk.
- Develop an effective compliance and training program, including appropriate training for new employees as well as ongoing training for all employees and managers.
- Develop, disseminate and implement audit policies and procedures, providing training to staff and management to ensure compliance.
- Advise management on legislative requirements for compliance with the international and local related regulations.
- Prepare detailed audit reports and present findings and recommendations to management and the board, track implementation of recommendations.
- Coordinate the annual external audit exercise in line with best practice and act on recommendations to improve management control.
- Perform any other duties as may be assigned from time to time.

### **Minimum Requirements:**

An honors degree in Commerce or Business Administration or Accounting or related discipline. MBA is an added advantage.

A professional qualification such as CPA, ACCA, CIA, is a must.

Must be a member of the Institute of Internal Auditors Uganda (IIAU)

A minimum of seven (7) years working experience with three (3) years in a Supervisory/managerial position in a busy and reputable entity.

Experience from a manufacturing set up is an added advantage.

Must have excellent knowledge of accounting standards, auditing and internal controls, good analytical skills, investigative skills, high level of creativity and innovation, computer skills in MS Office, good communication and interpersonal skills, good problem solving skills, should be able to work with minimum supervision and exhibits high level of integrity and confidentiality.

**How to Apply:**

Send your application letter and CV to [recruitment@earoofing.co.ug](mailto:recruitment@earoofing.co.ug)

For more information, visit our website: [www.earoofing.co.ug](http://www.earoofing.co.ug)

Deadline to submit your application is: 31<sup>st</sup> July 2024.

Only shortlisted candidates will be contacted