

## **Job Title**

Junior Internal Auditor

## **Reports To**

Internal Auditor

## **Job Overview**

The Junior Internal Auditor will work directly with the Internal Auditor to support the planning, execution, and reporting of audits. This newly created role is designed to provide comprehensive exposure to the audit lifecycle, focusing on strengthening internal controls, risk management, and compliance processes. The position offers a hands-on opportunity to develop professional auditing skills in a dynamic organisational environment.

## **Key Responsibilities**

### **1. Audit Support**

- Assist in preparing for audits by gathering background information, reviewing prior reports, and understanding the audit scope and objectives.
- Participate in audits of financial, operational, and compliance processes by performing assigned testing procedures and documenting findings.
- Collaborate with the Chief Audit Executive to identify risks and evaluate the adequacy of controls within business processes.

### **2. Documentation and Reporting**

- Draft clear and concise working papers to document audit procedures, evidence, and results.
- Support the preparation of audit reports, summarising findings, root causes, and actionable recommendations.
- Maintain organised and secure audit documentation for easy retrieval and future reference.

### **3. Compliance and Risk Evaluation**

- Assist in verifying adherence to organisational policies, procedures, and applicable laws or regulations.
- Help identify gaps or inefficiencies in controls and recommend practical solutions to address identified risks.

### **4. Follow-Up Reviews**

- Track the implementation of corrective actions recommended in previous audits.



- Assist in conducting follow-up audits to validate management's actions in resolving reported issues.

#### 5. **Administrative Support:**

- Maintain structured filing system for audit documentation and reports.
- Assist with scheduling and logistical arrangements for meetings and audit activities.

#### **Required Qualifications**

- **Education:**
  - Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- **Certification:**
  - Interest in pursuing or currently working towards a professional certification (e.g., ACCA, CIA, CISA).
- **Experience:**
  - 3 years minimum experience in auditing, accounting, or finance.

#### **Key Competencies and Skills**

- **Technical Knowledge:**
  - Basic understanding of audit principles, risk assessment, and control frameworks.
  - Familiarity with accounting standards (e.g., IAS, IFRS) and auditing guidelines (e.g., ISAs).
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- **Analytical Thinking:**
  - Strong problem-solving skills and the ability to analyze data and identify inconsistencies.
- **Communication Skills:**
  - Strong written and verbal communication skills to articulate findings clearly and professionally.
- **Attention to Detail:**
  - High level of accuracy in documenting processes, findings, and recommendations.
- **Collaboration:**
  - Ability to collaborate effectively with the Internal Auditor and stakeholders.
- **Learning Orientation:**
  - Eagerness to learn and develop skills in auditing and compliance.

#### **Working Conditions**

- Primarily office-based, with occasional travel as required for audit assignments.