

AUDIT ASSISTANT - Junior Specialist (VCG B)

Organizational Unit: Internal Audit

Location: Abuja

Duration: One Year (With possibility of Extension)

Reports to: Internal Auditor

Estimated Start Date: As soon as possible

SUMMARY OF ROLE

As Audit Assistant, you will be responsible to provide critical support to the Internal Auditor and Finance & Administration Department, helping accomplish its objectives by bringing a systematic, disciplined approach to evaluate, manage, and identify internal control strength and weakness; ensure the day-to-day compliance with policies and procedures that aligns with the organizations' needs

DUTIES AND RESPONSIBILITIES

- Assists and provides support to Internal Auditor to prepare and implement the annual Internal Audit plan, develop controls and re-design processes to ensure best control environment
- Implement best auditing and operation practices in accordance with the statements of applicable internal audit.
- Maintaining the Assets register, and perform asset verification on a regular basis, and drafting asset utilization reports
- Inspecting account books for accuracy, prepare and present reports that reflect audit's results and document process
- Identify loopholes and recommend risk aversion measures and cost savings
- Coordinate timely financial, compliance and operational audits and carry out investigations into reported irregularities.
- Any other duties assigned by the Internal Auditor.

POSITION SPECIFICATIONS

Education

- Candidates should possess a bachelor's degree in Accounting
- A master's degree in Social Sciences will be added advantage

Certification and Training

- Membership of ICAN OR ACCA is a must or an active commitment to achieve same

Experience

- At least 3 years' experience in similar role in a comparable organization or organized private sector

Knowledge, Skills, and Competencies

- Ability to maintain excellent relationships with staff and always maintain organization confidentiality
- High work ethic and self-initiative
- Hands on experience with accounting software and databases (ERP)
- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to multitask.
- Good Knowledge of computer skills on MS Office