

JOB DESCRIPTION

Position Title: Chief Audit Executive

Position Supervisor Title: Chief Executive Officer

Purpose of position:

To provide assurance on internal controls put in place to mitigate risk in the execution of the Corporation's mandate. The role holder is responsible for, inter alia, evaluating and providing guidance on how to improve the effectiveness of internal controls, compliance, and governance processes.

PRINCIPAL ACCOUNTABILITIES

Strategies and Policies

- Establish and ensure the implementation of audit policies and standards to ensure effectiveness of internal audit function; ensures adherence to international internal audit standards.
- Review business and strategic objectives and makes independent assessment to the Audit Committee on business strategies in relation to Corporation's statutory obligations and statutory regulations.
- Promote compliance with good Corporate Governance and best business practice to enhance public image of the Corporation and minimize potential for fraudulent activities and professional malpractice.

Planning and Audit Programme

- Manage the Internal Audit Department in accordance with developed audit policies and procedures to ensure effectiveness of internal audit function and adherence to international internal Auditing Standards.
- Plan the annual audit programme for approval by Audit Committee and plans and schedules audit assignments by assessing risk, financial and operational, to ensure that target areas of high risk are addressed.
- Carry out investigations to detect and deter fraudulent activities.

Management and Audit Programme

- Provide continuous advice and support to Senior Management on identified training needs. Coordinates the development of learning, training and development interventions to enhance staff potential.
- Manage the design, delivery and evaluation of in-house competency development programmes to address identified needs and priorities of the Authority.
- Design and recommend strategies for the identification, attraction, development and retention of talent to ensure that LEA has a consistent supply of key staff and senior executives then manages the implementation of these strategies.
- Design, coordinate and evaluate leadership development programmes to ensure that managers are equipped with requisite competencies.

General Administration

- Review proposals for the development of additional services and development projects
- Review recommend and give initial approval as needed on the departmental budget, expenditures orders related to administrative services.
- Conduct ROI reviews

Performance Management

- Undertake to complete the department's Performance Scorecard as required.
- Ensure development of Performance Contracts, monitoring and assessing of employees' performance.
- Ensure that the department is adequately resourced.

General

- Undertake other such other duties as directed by supervisor.

PERSON SPECIFICATIONS

Qualifications and Experience

- Degree in Auditing or Finance, Accounting, Business or related fields.
- Professional membership of a recognised institute e.g. CIMA, ACCA, CIA.
- Post Graduate Certification in Auditing, Finance or related fields will be an added advantage.
- Minimum of ten (10) years post qualification experience in an audit or financial management environment of which five (5) years should have been at management level.

Competencies

- Visionary Leadership
- Accountability
- Communication
- Planning, Organising and Coordinating
- Change Management
- Customer Service Orientation
- Teamwork
- Professionalism
- Values and Ethics
- People Development
- Relationship Building
- Risk Management
- Decision-Making
- Strategic Thinking
- Emotional Intelligence
- Adherence to Deadlines
- Quality Orientation