



**SHELTER AFRIQUE**

Financing Affordable Housing for Africa

## VACANCY ANNOUNCEMENT

### **Manager, Internal Audit**

SHELTER-AFRIQUE is a pan-African development finance institution dedicated to investing in housing and urban development in Africa. The company provides advisory and project management services for major affordable housing projects, as well as credit lines to financial institutions to finance access to affordable housing in 44 African countries. The company has its headquarters in Nairobi with regional offices in Abidjan in Ivory Coast and Abuja in Nigeria.

The Manager ,Internal Audit is responsible for the independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the effectiveness of SHAf's internal controls, Risk management and governance by bringing a systematic and disciplined approach to ensure the organization is protected from internal and external risks and exposure and has the capability to performance its functions in an effective and efficient manner.

#### **Duties and Responsibilities**

The duties and responsibilities are as follows:

1. Plan and implement financial, operational, management and compliance audits to ensure internal control frameworks are in place and operating efficiently.
2. Prepare the audit methodology and design audit tests and procedures to evaluate internal controls, operations and business risk identified with focus on the information system.
3. Prepare reports on audit findings for discussion and clarification with the relevant senior management team.
4. Provide recommendations during monthly audit meetings towards improving the internal controls, business processes and the quality-of-service delivery.
5. Review specific projects relating to the organizations business processes, systems, controls and or operations as approved by the Managing Director, the Audit risk and Finance committee or the Board as stipulated in the annual audit plan.
6. Conduct preliminary risk assessment to evaluate the organization's activities, functions, operations, information systems and internal control frameworks.

7. Review SHAF's operations at appropriate intervals to ensure that the instructions, policies and procedures set out by the management and the board to ensure proper internal controls are adequate, effective and complied with.
8. Coordinate and facilitate external audit activities.
9. Conduct special audits and investigations as and when required.
10. Provide ongoing technical advice, support and quality assurance to the Board, Senior management team and organization.

## **MINIMUM QUALIFICATIONS & EXPERIENCE**

1. Master's degree in Accounting, Commerce Finance, Economics, or other business-related subjects
2. Relevant professional qualifications including CPA(K), ACCA, CIA and or CISA.
3. Membership to a relevant professional body such as the Institute of Certified Public Accountants of Kenya (ICPAK) and the Institute of Internal Audit (IIA).
4. Proficient working knowledge in Microsoft office, Oracle Systems and Audit Software such as AUDIT Command Language (ACL) IDEA Data analysis software
5. Minimum of 10 years related work experience in auditing or finance.
6. Knowledge of Internal Audit Standards, Code of Ethics and other best Practice Auditing and Accounting standards.
7. Fluency in both oral and written English and French.

## **Applications**

Applicants are invited to send a letter of motivation illustrating their suitability in relation to the qualifications listed and their detailed curriculum vitae, as well as the names and addresses of their referees, to the following address: [hr@shelterafrique.org](mailto:hr@shelterafrique.org)

Applicants must indicate the position for which they have applied in the subject line of their email.

The deadline for submission is **4<sup>th</sup> November 2021**.

Only shortlisted candidates who meet the above requirements will be contacted.

We invite you to learn more about Shelter-Afrique and this role by visiting our website :  
<http://www.shelterafrique.org>