



## JOB DESCRIPTION FOR INTERNAL AUDITOR

- Reports to Director CODEA
- based in Kasese
- Performance based annual renewable contract
- Contract type: Local

Conservation and Demand Agency (CODEA), is an indigenous NGO registered in Uganda. CODEA envisions a self-sustaining society and our mission is to empower communities to achieve sustainable development. Founded in October 2010, CODEA operates in Western Uganda with strategic focus on four thematic areas including; nature conservation, socioeconomic empowerment and livelihoods, community health, and institutional capacity strengthening.

### The Position

CODEA seeks to recruit one (01) Internal Auditor on an annual performance based renewable contract. We are looking to hire an innovative, committed, and dedicated professional, with attention for details, proactive, a great team player and overall, a person of high integrity who understand the culture accountability to our customers.

#### I. Main function

The internal auditor's function is to regularly check compliance of management to all organizational policies and relevant legal provisions to ensure value for money and maintaining good relationships with government and partners. Thus, the internal auditor will inform the Board of Directors on all inconsistencies, and advise on how to strengthen internal control systems, be a whistle blower for any potential or on-going acts of money laundering, as well as mitigating potential risks of financial loss.

#### II Key Outputs:

- Quarterly internal audit reports submitted to BOD and copied to management
- Communication of audit queries to management for review and correction
- Internal capacity building reports on finance related matters and policy compliance submitted.
- Monthly financial performance briefs prepared and submitted to BOD
- Bi-Annual Financial risk reports submitted to BOD

#### III Key Functions

- Consistently reviewing company business practices.
- Ensuring that risk management procedures are in place.
- Implementing controls to protect against fraud and theft of the organizational assets including money.
- Verify the existence of assets and recommend proper safeguards for their protection.
- Monitor management response to audit reviews ensuring that all agreed audit actions and recommendations are accurate and timely implemented
- Working closely with external or visiting auditors and support their audit process.
- Evaluate the adequacy of the system of internal controls for effectiveness to achieve the organizations objectives and report on area of improvement.
- Recommend improvements in controls;
- Assess compliance to policies and procedures and sound business practices.
- Design, implement and monitor the process required in audit work (annual plans, standing working papers, reporting formats and protocols)
- Perform other duties including undertaking complex or sensitive reviews and investigations as assigned

- Gathering, analyzing, evaluating, and presenting accounting documentation, reports, data, and flowcharts.
- Ensuring the business adheres to policies, procedures, legislations and regulations
- Offering an objective source of independent advice to help reach the CODEA's compliance goals and achieve legality and validity.
- Identifying audit scope and developing annual audit plans within the organization.
- Investigating fraud via fraud risk assessment tools that use fraud deterrence principle

#### IV Person Specifications:

##### Education, Skills and competences

Applicants should be Ugandans in possession of a Bachelor's Degree in Finance and Accounting; or Business Administration; or Commerce with a bias in Accounting from a recognized University/Institution and should be registered as Member of a recognized Accounting professional body. Membership of the Institute of Chartered Public Accountants of Uganda (ICPAU) will be an added advantage.

##### Experience:

- At least five (5) years of experience in relevant field in public or private sector.

##### Competence

- Hold self-accountability for making objective decisions.
- Managing resources efficiently and achieving
- Emotional intelligence
- Confidentiality
- Effective communication skills and computer literacy

**How to Apply;** *should submit CV, and a cover letter addressed to the Director – CODEA, summarizing his/her working experience and ability to meet each of the qualifications for the position, copy of national ID, copy of certificates and transcripts and salary expectation for this position and two employment referees. Please send as a single PDF document to Mr. Muhindo Jonan Kom ([jonankom@codeauganda.org](mailto:jonankom@codeauganda.org) and copy [codea.uganda@gmail.com](mailto:codea.uganda@gmail.com) ). Subject of your Email should be the Position you are applying for.*

**Application Due Date: Thursday, March 16, 2023**