

# ADVERT



## VACANCY ANNOUNCEMENT

### INTERNAL AUDITOR – NORTHERN RANGELANDS TRUST

**Northern Rangelands Trust (NRT)** is one of the most successful and impactful local conservation organization based at UNESCO World Heritage Site Lewa Wildlife Conservancy. NRT is a membership organization owned and led by 45 community conservancies in Northern and Coastal Kenya and, more recently, in Uganda. NRT was established in 2004 as a shared resource to help build and support member community conservancies, and, in doing so, enhance people's lives, build peace, and conserve the natural environment.

<b>Job Title:</b>	Internal Auditor
<b>Department:</b>	Internal Audit
<b>Location:</b>	NRT HQ, Lewa Downs
<b>Reports to:</b>	Senior Internal Auditor

#### Job Purpose:

Reporting to the Senior Internal Auditor, the Internal Auditor will be responsible for implementing audit strategies, audit work plans and programmes as well as conducting audits, analysing data, identifying any control weaknesses and providing recommendations for process improvements.

We invite applications from highly motivated professionals, with extensive experience in operational and performance audits as well as risk-based approach to reviews. The successful candidate should have excellent numeracy, computer and financial skills/knowledge and experience preferably working in the not-for-profit sector.

It is expected that the Internal Auditor will undertake audits within a challenging environment. This includes leading in the design and delivery of new audit initiatives as well as high level, strategic and complex audits. Secondly, the person will also provide significant input to the design and delivery of ongoing risk management and control initiatives. These will be designed and delivered in accordance with the agreed internal auditing standards. This includes contributing to the development of new and improved audit processes.

#### Key roles/Responsibilities:

- Preparation of risk based annual audit plan and Internal audit budget.
- Ensure all audits are well planned and conducted in accordance with professional standards.
- Undertake the design and delivery of new audit initiatives.
- Develop professional and constructive working relationships with staff and other stakeholders.
- Provide advice, guidance and support on risk and control issues to a wide range of staff at different levels of the organization.
- Produce quality reports for review by Senior Internal Auditor.
- Ensure responses to reports are received, reviewed, and acted upon.
- Follow up and monitoring on the implementation of recommendations for internal audits, external audits, project audits and other reviews.
- Ensure timely preparation of audit reports.

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## Academic & Professional Qualifications:

- Bachelor's degree in finance, accounting, or any other related field.
- Professional qualification in CPA/ACCA/CIA.
- Member of ICPAK or IIA in good standing.

## Experience required:

- Minimum of 5 years relevant experience preferably in donor funded projects in the NGO sector.
- Experience of working with people from diverse backgrounds, demonstrating respect for, and understanding of, cultural differences.
- Experience in operational, performance and risk-based audits.
- Working knowledge of accounting systems

## Technical & Behavioral competences:

- Excellent analytical skills.
- Highly developed written and verbal communication skills.
- Ability to work in challenging environments and deliver on tight deadlines.
- Strong team player.
- Ability to take initiative and work independently with minimum supervision.
- Ability to travel as required (approximately 40-50% of year)

## How to apply:

Interested and qualified candidates are required to submit their application including a cover letter, detailed Curriculum Vitae highlighting relevant experience by close of business on **Monday 22<sup>nd</sup> April 2024** to: [recruit@nrt-kenya.org](mailto:recruit@nrt-kenya.org).

*Only shortlisted candidates will be contacted.*