

## NATIONAL DRAINAGE AND IRRIGATION AUTHORITY



### JOB DESCRIPTION

**POSITION: INTERNAL AUDITOR**

**DEPARTMENT: ADMINISTRATIVE DEPARTMENT**

**REPORTING TO: NDIA BOARD**

#### **BAND: 4**

---

The incumbent is responsible for ensuring accountability regarding internal controls and regulatory compliance. They examine and improve operating practices, and financial and risk management processes of the organization.

---

#### **Main responsibilities**

- Manages the development of workload and staff assignment plans, and making preparations for the audits to be conducted.
- Recommends and plans audits within guidelines.
- Manages plans, directs and guides audit team in performing audits.
- Coordinates audit activities and participates with audit staffs to provide advice and guidance, and assist in improving the quality of audit effort.
- Ensures compliance with legislation, regulations, policies and procedures.
- Analyses business processes, risks and recommends improvement of management controls designed to safeguard the authority resources,
- Reviews staff assignment plans and making preparations for the audit to be conducted.
- Provides **objective** assurance on whether approved policies and procedures are followed, established standards met, resources are used efficiently and economically, planned missions are accomplished effectively and the corporate objectives of the company are being achieved.
- Reviews the detailed audit initiation letter setting forth the audit scope, objectives, staff assignments, and time/cost budgets.
- Ensures compliance with legislation, regulations, policies and procedures.

- Familiarizes himself/herself with the functions of the area being audited.
- Coordinates audit activities and participates with audit staffs to provide advice and guidance, and assist in improving the quality of audit effort.
- Maintains appropriate records relating to the Audit.
- Brings to the attention of the Chief Executive Officer /Board irregularities and discrepancies with respect to the accounts of N.D.I.A.
- Reviews audit programmes in respect of the area being audited.
- Carries out special investigations and surprise inspections at the request of the Chief Executive Officer.
- Examines the financial and accounting systems, procedures and internal control in force and commenting on their efficacy as necessary.
- Prepares draft reports and memoranda arising out of the audits and in respect of special and surprise inspections and on the examination of the systems, procedures etc.
- Supervises, instructs, trains, appraise and maintains discipline among the employees assigned to him.
- Attend meetings at the request of the Chief Executive Officer/Board of Directors.
- Establishes and maintains contact with senior officers dealing principally with finance and accounts for the purpose of obtaining adequate information and explanations relating to accounts, policies, activities, etc.
- Reviews audit reports to ensure that they comply with formats established.
- Performs final reviews of audit work papers to ensure that they adequately support audit findings and are in compliance with audit standards.
- Presents positive and professional image as a NDIA representative.

### **Requirements**

**The job holder must have a Degree in Accountancy from a recognized institution plus six (6) years relevant experience, at least four (4) years at a senior level.**

**Or**

**Diploma in Accounting/Diploma in Commerce/ACCA Level 2 from a recognized institution along with plus five (5) years' experience, at least three (3) years at a senior level in the Field of Accounting**

**Or**

**CAT/ACCA Level 1 or any Certificate in Accountancy from a recognized Institution along with Ten (10) years' experience within the Field of Accounting**

**Knowledge/Skills/Ability**

- High level of key managerial competencies.
- Knowledge of accounting principles and practices, auditing standards, and techniques required to perform audits.
- Ability to comprehend and interpret policies, procedures, laws, regulations, and guidelines applicable to the NDIA
- Excellent written, oral, presentation and listening skills.
- Ability to discern relevant information to make effective judgements and result-oriented decisions.
- Problem Solving and Analytical Skills.
- Ability to handle multiple tasks simultaneously and balance competing priorities.
- Possess excellent inter-personal relationship and sound leadership qualities.
- Time Management – ability to meet deadlines.
- Credibility with peers, subordinates, and leaders.
- Ability to work as a team member.
- Knowledge of Microsoft Office Programs - Word, Excel, Etc is required.
- Demonstrates affinity for integrated audit approach (IT audit knowledge, electronic work paper experience, and/or Computer Assisted Auditing Tools).

**Requirements**

Must be computer literate in the use of MS Word, Excel and Accounting Software

**Supervisory Responsibility**

This job holder will be required to supervise the minimum of three persons.

**Work Environment**

While performing the duties of this job, the employee regularly works in an office setting.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m and Fridays from, 8:00 a.m. to 3:30 p.m respectively.

*Prepared by: Ms. J Blackman  
Human Resource Manager*

*Updated : 2022-02-25*