



A fully accredited/chartered University by the Government of Rwanda
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OFFICE OF THE VICE CHANCELLOR

11th December 2017

JOB DESCRIPTION TITLE: ASSISTANT INTERNAL AUDITOR
REPORTS TO: INTERNAL AUDITOR:

MAJOR FUNCTIONS:

Be part of a team responsible for the implementation and execution of the University's internal auditing function. Assist in monitoring University of Kigali operations for compliance with Ministry of Education's directives and the regulations set by the Higher Education's Council (HEC) on management of Universities in Rwanda. Assist the internal audit department in liaising with the university's management in preparation of financial statements in accordance with International financial reporting standards and as set out in the University's financial policy. Assist in the external audit exercises by liaising with the external auditor. Assist in all duties that result in creating appropriate Internal Audit reports for the university Management, independent auditors and regulatory examiners.

Duties and Responsibilities:

1. Take part in the day to day audit assignments by obtaining, analyzing, and appraising data as a basis for an informed objective opinion on the systems and activities being reviewed.
2. Conduct special analysis as requested by the internal auditor, Management and/or the university's audit Supervisory Committee.
3. Take part in investigations of suspected improprieties in a confidential and professional manner.
4. Prepare written and verbal Audit reports for the University's Management and the Audit Committee.
5. Advise on whether operating policies and procedures are adequate to safe guard assets, measure and control the economic and efficient use of resources.
6. Examine information systems to ensure accuracy and sound controls over transactions and reports.
7. Assist in monitoring, overseeing, reviewing and reporting on the University's System of Internal Controls.
8. Maintain a working knowledge of all developments in regulatory requirements, general accounting principles, audit techniques and financial data processing technologies available to financial institutions relevant to the University.
9. Provide administrative support to university internal audit department.
10. Other duties as directed by the Internal Auditor or the University's audit supervisory Committee.

Qualifications

- B.S. Degree in Accounting / Finance or equivalent from a reputable university.
- CIA II, CPA 2 (intermediate level) or equivalent
- At least 2 years' experience in the both accounting (IFRSs & IASs) and audit (ISPIAs) environments
- A thorough understanding of university operations would be an added advantage.
- A comprehensive knowledge of computer systems as they apply to higher learning institutions.
- Demonstrated analytic ability
- Good communication skills both written and oral
- Good interpersonal skills.
- Ability to work with little and or no supervision.

University of Kigali is an Equal opportunity employer.

Applications clearly marked **Application for the position of Assistant Internal Auditor** must be submitted on or before 8th January 2018 via email to dmusyoki@uok.ac.rw and should be sent to the below address:

**Vice Chancellor
University of Kigali
P.O Box 2611 Kigali**