

28th May, 2025

HOLY FAMILY MINOR BASILICA SELF-HELP GROUP JOB ADVERT FOR AN INTERNAL AUDITOR

Holy Family Minor Basilica Self-Help Group is registered under the Archdiocese of Nairobi Caritas Registered Trustees to enhance the socio-economic status of communities within Basilica and beyond by mobilizing member savings, providing competitive credit solutions, offering need-based capacity building and exemplary customer service through innovative and prudent management. The self-help group operates in Central Business district, Nairobi area at Holy Family Minor Basilica Catholic Church. To enhance the operations of the Self-help group, the Management Committee is pleased to advertise for the position of an **Internal Auditor**.

Job Purpose:

- To provide independent appraisal of all the GROUP'S activities by providing assurance, insight and objectivity into the SHG operations.
- To examine and evaluate risk management framework, controls, and governance processes, to ensure they are adequate and functional.
- Proactively advising and recommending improvements on internal controls and risk management systems.

Reporting to: The Board

Roles and Responsibilities

1) Internal audit procedures

- Develop and implement the GROUP'S overall audit strategy, policies, procedures and programs to minimize current and future exposure to financial, operational or other business risks.
- Plan and monitor the auditing of all functions to ensure compliance with the GROUP'S policies, procedures and statutory requirements.
- Ensuring that the SHG is well prepared during the external audits and all documentation are provided and explanations including the source documents like vouchers, receipts, minutes etc.
- Undertake specific independent audit assurance e.g. post implementation reviews and major proposals.

2) Risk assessment and Mitigation duties.

- Assist in identifying and assessing potential risks to the GROUP's financial stability, security, and reputation.
- Participate in risk assessment activities and contribute to the development of risk management strategies and mitigation plans.
- Maintain an audit risk profile for the SHG and propose an annual programme of audit activities in conjunction with the relevant departmental heads.

3) Credibility and integrity of financial statements.

- Ensure the financial statements of the Group have been prepared in accordance with the IFRS, and IAS. This will also ensure that all the disclosure requirements in accordance with the rules and regulations are met.

- Ensure that the loans of the Group are all documented and the necessary steps were followed in awarding the loans, and the process is followed as per laid down credit policy and strict adherence of other policies.
- The process of loan awarding should be and seem to be professional.
- Analyze the investments made by the Group to ensure that the investment policy was followed, the investments are safe, they don't exceed such a proportion of the prudential standards that have been set, and such investments have been made for the good of the SHG.
- Ensure that the information contained in the financial statements is complete and reliable for effective decision making.
- Ensuring that all payments and receipts are all recorded and proper approval and authorization are given. Verification and vouching of all expenses and assets.

4) Compliance and Regulatory Duties

- Check that all activities done by the Group are in conformity with the existing laws and Regulations.
- Determining compliance with policies and procedures, by laws and other laws.
- Ensure that the internal audit activity maintains its independence and objectivity.
- Liaison with Risk, Audit and Compliance Committee (RAC) and external auditors.
- And any special investigations assigned by the Chairperson and/or regulatory body.

Qualifications & Experience

Appointment to the position will be made from persons with:

- Bachelor's degree in finance or accounting.
- Professional accounting qualification CPA K / ACCA is a must.
- Member of ICPAK or relevant professional body and in good standing.
- Minimum (2) years' relevant experience.
- Knowledge of Core banking system is an added advantage.
- Experience in Sacco, Bank and Microfinance operations.

ATTRIBUTES/SKILLS

- Sound leadership skills.
- Attentive to details.
- Good communication and interpersonal skills.
- Systems audit experience.
- Works Independently with minimum supervision.
- Analytical and result oriented.
- A person of integrity.
- Good problem-solving skills.

How to apply

Interested candidates should submit their applications to the management through shg@basilica.caritasnairobi.org on or before 28 June, 2025 clearly indicating the position being applied for and the name of the self-help group in the subject of the email. Attach Cover letter, CV and supporting academic and professional certificates in PDF format.