



MOJAZ Foundation

JOB DESCRIPTION

1-BASIC INFORMATIONS

Job Name	Audit Officer	Department	Internal Audit
Job Cadre	Professional	Job Grade	03 (Tier 01)

2-JOB DUTIES & RESPONSIBILITIES

- Carry out an independent appraisal of the effectiveness of the policies, procedures and standards by which the MOJAZ Foundation's financial, physical and information resources are managed
- Provide significant help and support to Head of Department to review a corporation's internal controls and procedures
- Analyze and evaluate the accuracy of accounting systems and procedures
- Check and inspect the accuracy of accounts receivable and payable ledgers
- Review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management
- Study and test software and hardware systems of the organization
- Ensure compliance with local, national and federal audit policies and regulations
- Assist to identify and evaluate procedures and policies in tax reporting processes
- Prepare audit paperwork in accordance with standards and requirements
- Prepare and maintain audit files.
- Field visit for periodic audits.

Skills/qualifications/experience:

- Holder of MBA/MCOM/BBA (Hons.) degree or Certified Chartered Accountant (ACCA), Chartered Institute of Management Accountants (CIMA);
- Minimum of 01 year working experience of auditing;
- Highly organized, attention to detail and strong quantitative and qualitative analytical skills with ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports

- Computer skill particularly computerized accounting and auditing record keeping systems
- A solid understanding of development issues, with a focus on participatory processes
- Good oral and written communication and interpersonal skill
- Proficiency in English, both verbal and written
- An ability to work unsupervised