



JOBS ADVERT

The Automobile Association of Kenya (AAK) is a national motoring Members Club with a long heritage that is dedicated to promoting and safeguarding the interests and safety of its Members while on the road. AAK offers diverse and unique range of technical products and services and is internationally affiliated to the Federation Internationale de L'Automobile (FIA).

The Association wishes to fill the following positions:

1. Internal Audit and Risk Officer - one post

Reporting to the Head of Internal Audit, Risk and Quality Assurance, the position holder will be responsible for providing assurance as to the adequacy, efficiency and effectiveness of the Association's internal controls pursuant to the Association's Audit Plan.

Key responsibilities

- Supporting in preparation and generation of risk based audit plans, audit programmes and the division strategic plans.
- Conducting internal Audits including risk management, preparation and presenting of reports on findings.
- Reviewing, assessing and recommending changes in accounting systems and established controls.
- Establishing and integrating risk management framework in business processes.
- Developing and ensuring implementation of strategies for risk management.
- Coordinating and facilitating the development and implementation of the formal risk management framework.
- Coordinate the collection of risk information from source systems, departments, and reporting.
- Analyzing data and applying to various key risk areas to update the risk profile.
- Engage continuous knowledge and development regarding sector's rules, regulations, best practices, tools, techniques.
- Inducting of new staff members on Audit and Risk matters.
- Supervise, mentor, coach and develop direct reports.

Minimum job requirements:

For appointment to this position one must have:

- Minimum 3 years of practical experience in Audit.
- Bachelor's degree in Accounting/Finance or any business related field.

- Professional Qualification in ACCA or CPA (K)/CIA/CISA.
- Professional membership of ICPAK/ISACA/IIA
- Excellent people skills, with an ability to partner with a dynamic leadership team.
- Possess personal qualities of integrity, credibility, and commitment.

Desired skills and competencies

- Demonstrate strong knowledge of risks identification, assessment, and management frameworks.
- Strong knowledge of control frameworks and the ability to design and evaluate effectiveness of controls embedded within business processes
- Strong skills in spreadsheets and in analyzing large volumes of data.
- Excellent leadership and negotiation skills.
- Good presentation and communication skills.
- Must demonstrate proficiency in Microsoft Office.
- Must have exceptional verbal and written communication skills.
- Must demonstrate high levels of integrity.
- Result oriented, innovative and a team player.
- Experience and qualification in risk management

2. Audit and Quality Assurance Officer - one post

Reporting to the Head of Internal Audit, Risk and Quality Assurance, the job holder will be responsible for conducting System audits and quality management on business processes to ensure that processes and procedures needed for the management system are established, implemented, maintained and continuously improved.

Key Responsibilities

- Supporting in developing, implementing monitoring and managing the Association's compliance framework with internal controls and other systems.
- Supporting in examining, evaluating and verifying operating systems, procedures, internal controls and recorded data for business decision processes.
- Documenting audit procedures, developing criteria, reviewing and analyzing evidence, and documenting processes and procedures.
- Maintain Audit documents and records in accordance to ISO standards.
- Ensure that Quality Management Systems and Accreditation Systems are developed, implemented and maintained.
- Prepare and submit audit reports to management on the performance of the management system.
- Ensure that strategic plan is implemented as per the schedule.
- Create awareness of quality management system in all departments.

- Ensure that change management plans are implemented and evaluated accordingly.
- Control and coordinate ISO accreditation activities including quality related documentation (quality manual, quality policy, quality objectives procedures etc) and records.
- Liaise with departmental heads for implementation of preventive and corrective action.
- Co-ordinate and plan for MS internal and external audits.
- Plan management review meetings as per the schedule.
- Supervise, mentor, coach and develop direct reports.

Minimum job requirements:

For appointment to this position one must have:

- Minimum 3 years of practical experience in Audit and quality management.
- Bachelor's degree in Accounting/Finance or any business related field.
- Professional training in quality management systems such as ISO.
- Professional Qualification in ACCA or CPA (K)/CIA/CISA.
- Professional membership of ICPAK/ISACA/IIA
- Excellent people skills, with an ability to partner with a dynamic leadership team.
- Possess personal qualities of integrity, credibility, and commitment.

Desired skills and competencies

- Demonstrate strong knowledge of risks identification, assessment, and management frameworks.
- Experience in Developing , Implementing or Maintaining of Quality Management System and ISO Audits will be an added advantage
- Strong knowledge of control frameworks and the ability to design and evaluate effectiveness of controls embedded within business processes
- Strong skills in spreadsheets and in analyzing large volumes of data.
- Excellent leadership and negotiation skills.
- Good presentation and communication skills.
- Must demonstrate proficiency in Microsoft Office.
- Must have exceptional verbal and written communication skills.
- Must demonstrate high levels of integrity.
- Result oriented, innovative and a team player

Apply by 15th November 2018, by sending your cover letter and current CV to jobs@aakenya.co.ke