



**REPUBLIC OF KENYA**

**FINANCIAL REPORTING CENTRE**

## **VACANCY ANNOUNCEMENT**

The **Financial Reporting Centre** (FRC) is established under Section 21 of the Proceeds of Crime and Anti-Money Laundering Act 2009 (POCAMLA), and has the principal mandate of assisting in identification of the proceeds of crime and the combating of money laundering and the financing of terrorism. The Centre invites applications from suitable individuals to fill the following vacant position:

1) SENIOR MANAGER – INTERNAL AUDIT	
Vacancy No. FRC/21/2017	Number of Posts: One (1)

**a) Job Summary**

Reporting to and in consultation with the Audit, Risk and Compliance committee of the AMLA Board and administratively with the Director General / Chief Executive Officer (CEO), the Senior Manager, Internal Audit is responsible for planning, executing and reporting on operational, financial, governance and compliance related audit / reviews of the Centre. A secondary role is to provide advice on internal controls to the management of the Centre, including responding to questions on risk management techniques.

**b) Duties and Responsibilities**

- Coordinating and liaising with external auditors of the Centre to ensure external audits and financial reporting processes are efficient and effective.
- Coordinating the external audit and ensuring the implementation of recommendations made.
- Communicating the results of audit and consulting projects via written reports and oral presentations to management and for the Board these include approved annual reports and financial statements.
- Coordinating the implementation of the Internal Control Framework so as to streamline Internal Control and Risk Management in the Centre's business processes.
- Reviewing the internal control framework and consistently ensuring its compliance.

- Coordinate and facilitate the development and implementation of the formal risk management framework.
- Documenting audit procedures, including identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting processes and procedures.
- Identifying, developing and documenting of audit issues and recommendations.
- Establishing risk- based plans to determine the priorities of the internal audit function.
- Conducting appropriate (governance and performance) assessment exercises so as to streamline the Institute’s performance and governance processes.
- Facilitating the Audit, Risk & Compliance Committee in reviewing the effectiveness of AMLAB’s processes of Corporate Governance and to enable the Institute to implement best practice.
- Overseeing the development of the annual audit plan.
- Performing related work as assigned by the Audit, Risk and Compliance Committee of the Board.

**c) Skills and Competencies**

- Understanding of the FRC’s responsibilities together with a working knowledge of Kenya’s anti-money laundering and counter terrorism financing regime will be an added advantage.
- Ability to maintain confidentiality of privileged information and to ensure absolute discretion and sensitivity to confidential matters.
- Track record of providing intellectual leadership, delivering high quality results with notable achievements.
- Hands-on experience in the use CAATs (Computer Assisted Audit Techniques)

- Financial and business management knowledge and skills.
- Excellent proven interpersonal, verbal and written communication skills.
- Demonstrated ability to manage and supervise staff.
- Experience in working with a Board Audit Committee.
- Demonstrated ability to share skills and knowledge with others.
- Demonstrated ability to prioritize tasks and manage high workloads.

#### **d) Experience**

- 5 years management level experience in an auditing environment.
- Ability to act as a team player, collaborate and supporting colleagues and peers across the organization, while still being able to work independently.
- Keep abreast with the recent trends in internal audit both nationally and internationally.
- Good writing skills and experience in development of Board papers.
- Results oriented, meet deadlines on assignments, juggle multiple demands and work with all types of individuals up to and including the CEO and the Audit, Risk and Compliance Committee.
- Excellent understanding of International Standards on Auditing.
- Excellent written and oral communication skills.

#### **e) Academic and Professional Qualifications**

- Bachelors of Commerce degree in Commerce (Accounting / Finance) or related field.
- Certified Public Accountant (CPA) and a member of ICPAK in good standing.

- Masters degree in a relevant field will be an added advantage.
- CISA certification will be an added advantage.

## REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA

Candidates will be required to obtain and submit copies of clearance certificates from the following organizations:

- a) Kenya Revenue Authority
- b) Higher Education Loans Board
- c) Ethics and Anti-Corruption Commission.
- d) Criminal Investigation Department
- e) Credit Reference Bureau.

## HOW TO APPLY

Interested applicants who meet the above requirements are advised to submit their applications via email to the email address [esdfrc@kpmg.co.ke](mailto:esdfrc@kpmg.co.ke) quoting the reference number of the vacancy on the subject line.

The application shall include:

- a) A detailed CV
- b) Current and expected remuneration
- c) Contact information of three references
- d) Scanned Copies of academic and professional certificates

Applications close **17 October 2017 at 1700 Hrs**

**THE FINANCIAL REPORTING CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER**

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**

Shortlisted candidates will be required to bring the following documents during the interviews;

- a) Copies of clearance certificates from the organizations mentioned above.
- b) Original copies of academic and professional certificates.