



# AMATSI WATER SERVICES COMPANY LIMITED

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**MARAGOLI**

**DATE: 18<sup>TH</sup> OCTOBER 2022**

Amatsi Water Services Company is established to provide water services in Vihiga County.

To strengthen our team, the Company is looking for self driven, result oriented, highly motivated and qualified persons to fill the following vacant positions

## **INTERNAL AUDIT MANAGER                      1 POSITION**

Reporting to the Chairman Audit Committee, the successful candidate will perform the following duties and responsibilities

- 1) Ensuring that all fixed and current assets are accounted for on a regular basis by continuous verification of the existence of such assets
- 2) Play a senior leadership role in bringing the internal community and internal staff along to support motivation and output delivered by developing effective and strategic relationship
- 3) Develop and continuously review the internal audit manual and relevant documents and enforce compliance with standards acceptable to the external auditors.
- 4) Work closely with the external auditors, agreeing on the timelines for the annual statutory audit, pre-audit activities, and on the implementation of audit recommendations
- 5) Designing, reviewing and developing audit techniques, policies and procedures for assessing comprehensive financial, corporate and systems audit reporting.
- 6) Preparing the annual audit programme and ensuring that it is effectively and efficiently implemented
- 7) Analyzing outcomes of audit activities, providing timely and accurate reports and following through to ensure that recommendations are considered and implemented in a timely manner
- 8) Carrying out special audits and investigations as may be required from time to time and prepare reports of findings for the Board in case of ad hoc audit.
- 9) Developing department staff appraisal and Training Needs Assessment structures



- 10) Appraising progressively the soundness, adequacy and application of the internal control systems
- 11) Ascertaining the extent to which the system of internal control ensures compliance with the company's policies and procedures and State laws and regulations
- 12) Reviewing and reporting on the accuracy, timeliness and relevance of the financial and other information

#### **Appointment Specification**

Applicants should have the following qualifications

- i. Bachelor's degree in accounting, finance or business administration ( accounting option) or a business related degree from a reputable university
- ii. Master's degree in accounting, finance or business administration shall be an added advantage
- iii. Be a holder of CPA (K), ACCA or equivalent
- iv. Certified Information System Auditor (CISA) will be an added advantage
- v. Be a member of ICPAK or a related profession body;
- vi. Have worked in a similar position in a reputable organization for at least 10 years; 5 of which should be in audit at a senior level
- vii. Experience of auditing ERP system and conversant with water billing system shall be an added advantage
- viii. Proven people management experience, strong communication, interpersonal and leadership skills
- ix. Give audit findings on the effectiveness of the internal controls in the company
- x. Review the payment vouchers and verify the amount recorded/ posted in the system are accurate and complete
- xi. To review and give audit findings on the company's operating procedures at the regional offices
- xii. To determine whether financial statement are reported in accordance with generally acceptable accounting principles (GAAP)
- xiii. Discuss audit findings and recommendations with the Head of Internal Audit and Risk Management Head
- xiv. Proficiency in computer applications
- xv. Must fulfill requirements of chapter six (6) of the Kenyan Constitution



**INTERNAL AUDIT ASSISTANT****1 POSITION**

Reporting to the Internal Audit Manager, the successful candidate will perform the following duties and responsibilities;

- 1) Give audit findings on the effectiveness of the internal controls in the company
- 2) Planning and conducting risk based audit by developing audit programs and testing procedures relevant to risk and audit objectives
- 3) objectives
- 4) managing audit files and ensure proper filing working papers
- 5) Carry out spot checks in key areas such as evaluating, trade debtors procurement procedures, billing systems, petty cash administration and new connection
- 6) Arrange workshop sessions and development of any internal control changes relevant departments
- 7) Agreeing customer/information as provided in the system .Planning and coordinating risk based audits.
- 8) Undertake any other duties assigned to you by your supervisor

**Appointment Specification**

Applicants should have the following qualification

- i. Diploma in Accountancy, Business administration, finance and banking
- ii. Holder of CPA part 3 will be added advantage
- iii. Proficiency in computer applications
- iv. Registered member of a professional body

The advertisement period has been extended for a period of one week.

If you possess the attributes for the stated position, please submit your application with certified copies of academic and professional certificates, detailed CV indicating names, contacts of 3 referees, current and expected remuneration, and day contacts to the address below so as to reach the undersigned not later than 26<sup>th</sup> October 2022.

Only shortlisted candidates will be contacted. Canvassing is prohibited and will lead to automatic disqualification.

**The Managing Director,**

**Amatsi Water Services Co. Ltd**

**P.o Box 740 – 50300**

**MARAGOLI**

