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	JOB DESCRIPTION	Page Number	
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Function: O-CEO	**Job Title:** Senior Internal Auditor	**Job Grade:** N/A
Department: Internal Audit	**Duty Station:**	Kampala
Line Manager: Internal Audit Manager	**Supervises:** Internal Auditors	

Job Purpose:

To conduct risk-based internal audit assignments, evaluate governance and risk management, and support delivery of the approved Internal Audit plan.

Internal Stakeholders	**External stakeholders**
• Group Chief Internal Auditor • Internal Audit Manager • Department Heads • Managers • Supervisors	• External Auditors • Other independent Assurance providers • Distributors

Functional Outputs/Activities per key performance area:

Audit Execution

- Conduct preliminary assessments of assigned business processes or departments and prepare audit procedures based on identified risks.
- Execute audit procedures in accordance with approved audit programs, scope and timelines.

Internal control assessments

- Assess the design and operating effectiveness of financial and operational controls.
- Identify control gaps and determine their causes, implications, and potential exposure to MAL

Risk Assessment

- Identify and evaluate risks affecting different departments and business processes.
- Recommend risk mitigation and control improvements based on audit evidence and the assessed significance of identified risks.

Audit Documentation and reporting

- Prepare complete working papers documenting audit objectives, procedures performed, evidence obtained and conclusions reached.
- Prepare draft audit findings and reports, including risk implications, root causes, recommendations, and management responses.

Follow up reviews

- Track the status of agreed management actions and obtain supporting evidence of implementation.
- Test the effectiveness of implemented corrective measures and report unresolved or recurring weaknesses to the Internal Audit Manager.

Team Development & Advisory

- Guide Internal Auditors in conducting fieldwork, testing controls, and preparing working papers.
- Participate in special reviews and advisory assignments and provide practical recommendations for improving ML processes and controls.

Key Competence requirements
Leadership

- Team coordination
- Problem solving
- Stakeholder engagement
- Task management
- Effective Communication

Functional

- Risk-Based Auditing
- Attention to detail
- Data Analytics
- Risk Assessments
- Audit reporting

Behavioral (Core Values)

- Teamwork
- Integrity
- Innovation
- Customer Focus
- Accountability

Minimum Qualification Requirements:	Related Minimum Experience:
• Bachelor's Degree in Accounting, Finance, Business Administration or related discipline. Relevant professional certifications & Affiliations like ACCA, CPA or CIA, are required.	• Minimum of 4 years' progressive experience in Internal Audit, Risk Management, or External Audit. Strong exposure to manufacturing, FMCG or industrial operations or busy environment. Exposure to ERP systems (e.g. SAP) and data analytics tools is desirable.

Other Attributes include:

- Strong analytical and leadership skills
- Professional scepticism and sound judgement
- Good written and verbal communication
- Ability to challenge constructively
- Strong planning, organization and people-management skills
- Results-oriented
- High ethical standards with unquestionable integrity and independence. .

Job profile acknowledged by Employee

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Name	Signature	Date

Job profile approved by Line Manager

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Position	Signature	Date